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# UNIFIED

## WINE & GRAPE SYMPOSIUM

January 27–29, 2015

EXHIBITS: January 28 & 29

Sacramento Convention Center  
Sacramento, California

[www.unifiedsymposium.org](http://www.unifiedsymposium.org)

## F R E E M A N

## EXHIBITOR SERVICES MANUAL



Unified  
WINE & GRAPE  
SYMPOSIUM  
PRESENTED BY ASEV & CAWG

BY THE INDUSTRY  
FOR THE INDUSTRY

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## PRE-REGISTRATION (FOR BADGES)

There are two (2) ways to register:

- Online: [www.unifiedsymposium.org](http://www.unifiedsymposium.org)
- Phone: Toll free (888) 559-9530 (U.S.A. only) or (781) 821-6729

**Be sure to use the login information that was emailed to each company in October.**

Each exhibiting company was issued a login for registering booth representatives. Additional emails with login information were sent to primary exhibiting companies that identified manufacturer/distributor representatives. The emails were sent to the contact person provided by your company.

Primary exhibiting companies are entitled to two (2) complimentary 3-Day General registrations. Exhibitors may register and pay for the 3-Day or 1-Day General Registrations at the significantly discounted ASEV/CAWG Member rate if more than two registrations are needed.

For sharing exhibiting companies, 3-Day or 1-Day General Registration may be purchased at the significantly discounted ASEV/CAWG Member rate.

## BADGES

All badges will be distributed on-site on the third floor of the Sacramento Convention Center.

## APPLICATION/AGREEMENT FOR EXHIBIT SPACE

This document includes information regarding:

- Rules and Regulations
- General Show Information
- Booth Construction Requirements
- Certificate of Liability Insurance and Additional Insured Endorsement Requirements
- Important Dates

## PARKING

### **Shuttle Parking at Raley Field Wednesday & Thursday Only**

Convenient parking is available at Raley Field located on Ballpark Drive off of 5th Street from Tower Bridge Gateway in West Sacramento. Signage will be provided at certain points in the driving route. Parking is \$8/car/day and includes shuttle service to and from the Sacramento Convention Center.

### **Additional Downtown Parking Locations**

- Lot D (12th & I Streets) - \$10/car/day
- Memorial Garage (14th & H Streets) - Special UW&GS rate: \$8/car/day (prepay cash only)
- Capitol Garage (10th & L Streets) - \$20/car/day
- City Hall Garage (10th & I Streets) - \$20/car/day

## DEADLINES

### **December 4**

Freeman Order Forms for Fabric Solutions

### **January 9**

Freeman Order Forms for Discount Services and Booth Material

### **January 20**

Exhibitor Pre-registration

***We strongly encourage you to read and fully understand all contractor terms & conditions when ordering any products or services offered in this manual. The Unified Symposium is not responsible or liable for any aspect of your orders with either Freeman or sub-contractors included in this manual.***

If you have other questions concerning the show or your booth space, please contact us.

Unified Wine & Grape Symposium  
P.O. Box 1855 • Davis, CA 95617-1855 U.S.A.  
Phone: 530-753-3142 • Fax: 530-601-5317 • Email: [info@unifiedsymposium.org](mailto:info@unifiedsymposium.org)

For additional information on these bulleted rules and regulations and for a complete list of all rules and regulations, please review your 2015 Application/Agreement for Exhibit Space. You can download the Exhibit Rules, Regulations & General Information document from [www.unifiedsymposium.org](http://www.unifiedsymposium.org).

- No alcoholic beverages (including samples) can be brought to this event or served by exhibitors due to liquor license regulations
- No children under 18 years allowed during setup and dismantling
- Wall Height Maximums:
  - » Standard booth back wall height maximum = 8 feet
  - » Standard booth side rail height maximum = 4 feet on the outer 5 feet, 8 feet on the inner 5 feet
  - » Peninsula booth height maximum = 8 feet in the center 10 feet, 4 feet on outer 5 feet
  - » Large Machinery Booths outer wall height = 4 feet
- All sharing companies must submit contracts, \$50 USD processing fee and required insurance forms.
- Hospitality functions must not conflict with scheduled sessions and events.
- All crates must be removed from aisles no later than 4:00 PM on Tuesday, January 27.
- Booth displays must not be dismantled prior to the closing announcement on Thursday, January 29 at 4:00 PM.
- Union labor is required per city contract for certain aspects of your exhibit handling such as freight/drillage, electrical and large equipment spotting.
- Exhibitors are allowed to set-up and/or dismantle their own booths, provided they use their own bonafide, full-time employees.
- Printed material may only be distributed within contracted booth space.
- Selling on the floor is not permitted in terms of actual exchange of product for payment. This is in conformance with existing IRS income tax regulations governing expositions conducted by tax-exempt organizations or members.

If you have other questions concerning the show or your booth space, please contact us.

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P.O. Box 1855 • Davis, CA 95617-1855 U.S.A.  
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# Sacramento

The following are the Sacramento Fire Department's minimum fire safety requirements, which are applicable to ALL trade shows and exhibits.

## AISLES AND EXITS

- All aisles and exits as designated on the approved floor plans shall be clear and free of all obstructions.
- All aisles shall be a minimum of 10' in width.
- A cross aisle shall be incorporated into all floor plans.

## BUILDING FIRE FIGHTING EQUIPMENT

- Fire extinguishers are to be maintained in a readily accessible and visible location. A three foot path shall be maintained by direct access.
- Wet standpipe hose cabinets, fire extinguisher locations, exits, exit lights, and fire alarm sending stations shall not be concealed, in whole or part, by any decorative material.

## ELECTRICAL

- All electrical hook-ups are to conform to the National Electrical Code.
- Electrical hook-ups CANNOT be made from the distribution panels located in the overhead fan rooms (Exhibit Halls C-D-E).
- All methods of electrical hook-up must have prior approval of the Event Services Section.
- All wiring and cables which cross public access (aisle ways etc.) **must be bridged or taped and matted.**
- Electrical feeder and branch circuits are not to be supported whereby such support would cause damage to the building.
- Batteries shall be removed, or battery cables shall be disconnected from all motor powered vehicles displayed, and vehicles shall contain only 1/4 tank of fuel. All fuel tanks shall be furnished with a locking type gas cap or sealed with tape. Garden tractors, chain saws, power plants, and other fuel powered equipment shall be safeguarded in a similar manner.

## ENCLOSED DISPLAYS

- All tents, awnings, canopies and/or other enclosed structures must display a "California State Fire Marshal" seal indicating that the material(s) used are flame retardant. Additionally, a fire extinguisher must be prominently displayed within the confines of the exhibit. Any/all exceptions to this must have advanced specific, written authorization from the Sacramento Fire Department.

## FLAME RETARDANT TREATMENT

- All decorations, drapes, curtains, signs, banners, acoustical material, moss, split bamboo, plastic cloth, Christmas trees, and similar decorative materials shall be rendered flame retardant. **Hay and straw bales must be rendered flame retardant.**
- Table coverings must be treated with a flame retardant chemical, unless they lie flat with an overhang of not greater than six inches.
- Oil cloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Documentation of fire retardation must be present on-site.

## FLAMMABLE LIQUIDS

- No open flames are allowed anywhere in the SCC, with two exceptions: Classique Catering has small decorative votive candles which have been approved by the Sacramento Fire Department. Steno containers, used for warming food samples, are allowed without prior approval.
- A person shall not use within the SCC any heating, lighting, or cooling appliance which uses a class 1 liquid (gasoline, white gas, alcohol, etc.)
- A person shall not store any flammable liquid inside the SCC.

## PERMITS

- Permits for the following shall be requested not less than ten days in advance of the show. Requests are to be directed to SCC Management in conjunction with the Sacramento City Fire Department.

Display and operate any heater, barbecue, heat producing device, lamps, lanterns, torches, pyrotechnics, etc. To display or operate any electrical, mechanical or chemical device which may be deemed hazardous by the Sacramento City Fire Department.

## PAPER PRODUCTS

- Literature on display must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored in a neat and compact manner.

## CONCIERGE ELITE

Download the Concierge Elite app from the App app Store, Android Google Play or Windows App Store (search for Concierge Elite) or visit [www.freemanco.com/solutions/mobile](http://www.freemanco.com/solutions/mobile) to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite, go to [www.freemanco.com/cedemo](http://www.freemanco.com/cedemo) to view its many features.

## SHOW INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high beige back drape, 3' high beige side dividers and a 7" x 44" one-line identification sign.

### EXHIBIT AREA CARPET

- Exhibit Halls A-E: Purple Aisle Carpet
- Third Floor Ballroom: Area is Carpeted
- Outside Terrace/Tented Pavilion: Purple Aisle and Booth Carpet
- West Lobby: Area is Carpeted
- Second Floor Balcony: Area is Carpeted

## DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **FRIDAY, JANUARY 9, 2015**.

## SHOW SCHEDULE

**EXHIBITOR MOVE-IN:** For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Sunday	January 25	10:00 a.m.	-	5:00 p.m.	Large Machinery Only - By Appointment
Monday	January 26	8:00 a.m.	-	3:00 p.m.	Machinery Only - By Appointment
Monday	January 26	3:00 p.m.	-	8:00 p.m.	All Other Exhibitors
Tuesday	January 27	8:00 a.m.	-	5:00 p.m.*	All Other Exhibitors

(\*) All crates must be available for removal by 4:00 p.m. on Tuesday, January 27. Exhibitors may continue to work in their booth until 8:00 p.m. Booths must be completely ready for the show by 8:00 a.m. on Wednesday, January 28. Installation must be carried out during the times listed above.

### EXHIBIT HOURS

Wednesday	January 28	9:00 a.m.	-	6:00 p.m.
Thursday	January 29	9:00 a.m.	-	4:00 p.m.

**EXHIBITOR MOVE-OUT:** For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Thursday	January 29	4:15 p.m.	-	10:00 p.m. **
Friday	January 30	8:00 a.m.	-	2:00 p.m. First Floor Exhibit Halls A-E Only

(\*\*) 3rd Floor, Tented Pavilion, West Lobby and Second Floor Balcony exhibits must be removed by 10:00 p.m., Thursday, January 29.



## **ADMISSION TO EXHIBIT AREAS EARLY ON SHOW DAYS**

Exhibitor with badge will be permitted to enter the exhibit areas one and a half hours prior to the opening of exhibits each show day.

## **SERVICE CENTER HOURS**

We will have staff available at the Freeman Services Center as follows:

Sunday	January 25	10:00 a.m.	-	5:00 p.m.
Monday	January 26	8:00 a.m.	-	8:00 p.m.
Tuesday	January 27	8:00 a.m.	-	8:00 p.m.
Wednesday	January 28	7:30 a.m.	-	6:00 p.m.
Thursday	January 29	7:30 a.m.	-	10:00 p.m.
Friday	January 30	6:30 a.m.	-	2:00 p.m.

## **DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers after the aisle carpet has been removed.
- All exhibitor materials must be removed from the exhibit facility by **2:00 p.m. on Friday, January 30**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **8:00 a.m. on Friday, January 30**. **Check-in will begin at 6:30 a.m.**

## **SERVICE CONTRACTOR CONTACTS/INFORMATION:**

### **FREEMAN**

850 Spice Island Drive  
Sparks, NV 89431  
Ph: (775) 355-4600 Fax: (469) 621-5617

### **FREEMAN EXHIBIT TRANSPORTATION**

Ph: (800) 995-3579 Fax: (469) 621-5810

## **FREEMAN ONLINE®**

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account.

To access Freeman OnLine® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at 1-888-508-5054.

## **LABOR INFORMATION**

Union labor may be required for your exhibit installation and dismantle. Please carefully read the LABOR JURISDICTIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

## **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 775-355-4600.

***WE APPRECIATE YOUR BUSINESS.***

**Please Note: The warehouse will be closed  
January 1, 2015 and January 2, 2015  
in observance of New Year.**

## SHIPPING INFORMATION

### Warehouse shipping address:

**2015 Unified Wine & Grape Symposium**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**C/O FREEMAN / UPS FREIGHT**  
**900 E Street**  
**West Sacramento, CA 95605**

FREEMAN will accept crated, boxed or skidded materials beginning **MONDAY, DECEMBER 29, 2014** at the above address. Materials arriving after **WEDNESDAY, JANUARY 21, 2015** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply.

Advance Warehouse hours for receiving are **Monday thru Friday, 9:00 a.m. - 4:30 p.m.**

### Showsite shipping address:

**2015 Unified Wine & Grape Symposium**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**Sacramento Convention Center**  
**C/O FREEMAN**  
**1401 K Street**  
**Sacramento, CA 95814**

Freeman will receive shipments at the exhibit facility beginning at **10:00 a.m. on SUNDAY, JANUARY 25, 2015**. The last day for direct shipments to arrive at show site is **Tuesday, January 27, 2015**.

**Note:** Vehicles over 6'5" in height must report to the Marshalling Yard to receive a move-in pass. Please refer to the enclosed Marshalling Yard Map & Instructions for detailed information. For hand-carried freight, see the enclosed LABOR JURISDICTIONS.

Shipments arriving before **SUNDAY, JANUARY 25, 2015** may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Exhibitors may hand-carry their freight, which is limited to one person in one trip. Exhibitors may use only hand-operated equipment, which they have provided. Two-wheeled luggage carriers are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than Freeman.

**Please note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

**Please Note: Overtime rates will apply on all shipments, inbound/outbound, from 5:00 p.m. to 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.



## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman's Customer Support Center at 1-888-508-5054.

### HELPFUL HINTS

#### SAVE MONEY

To take advantage of advance order discount rates, place your order by FRIDAY, JANUARY 9, 2015.

#### AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

No one under the age of 18 is allowed in the exhibit area during installation and dismantle.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

### EXHIBITOR ASSISTANCE

For more information and helpful hints on **preshow** procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on **postshow** procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at 775-355-4600 with any questions or needs you may have.

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 09, 2015

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ Check if you are a new Freeman customer

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (324100) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS

☐ MASTER CARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	UTILITIES		GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

## TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?324100>

# PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY FREEMAN.

## DEFINITIONS

For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Freeman may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitor's, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction, and shall be resolved on its own merits. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.

## ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

## INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

# FREEMAN

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



## 2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

### Indicate which services are to be invoiced to the Third Party:

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
| <input type="checkbox"/> UTILITIES                  | <input type="checkbox"/> OTHER _____                    |

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

Please return form to:

2015 Unified Wine & Grape Symposium  
P.O. Box 1855  
Davis, CA 95617-1855  
Attn: Barbara Johns  
Email: barbara@asev.org Fax: 530-601-5317



NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**  
EXHIBITING COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

*If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail, email or fax to the information listed above no later than December 12, 2014.*

Exhibiting Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

*It is the exhibitor's responsibility to ensure that each representative of an Exhibitor Appointed Contractor abides by the contractual UW&GS rules and regulations for this show. Your UW&GS contract requires that you inform your Exhibitor Appointed Contractor (EAC) that they MUST provide the following to UW&GS no later than December 19, 2014:*

- 1. Certificate of Liability Insurance in the minimum amount of \$2,000,000 U.S. per occurrence evidencing insurance for Commercial General Liability (CGL) covering all operations, workers compensation insurance as required by California law and automobile liability insurance covering all owned, hired and non-owned vehicles.*
- 2. Additional Insured Endorsement with the insurance certificate (i.e. CG-2026) naming the following six entities to its policy: 2015 Unified Wine & Grape Symposium, LLC; Freeman; City of Sacramento; Sacramento Convention & Visitors Bureau; the Sacramento City Public Facilities Financing Corp., and The Pulse Network*
- 3. Written statement that indemnifies and holds harmless the UW&GS, LLC, Freeman, the City of Sacramento and The Pulse Network (TPN)*
- 4. A list of all representatives' names who will be working on the exhibit*

*The form must be fully completed and received NO LATER THAN DECEMBER 12, 2014.*

**NOTE:** The instructions above supersede the 2015 Application/Agreement for Exhibit Space.

EXHIBITOR appointed contractor

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 • Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 9, 2015

INCLUDE THE FREEMAN METHOD  
OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

ACCESSORIES			
<b>PERFBOARD - SINGLE</b>  	<b>BULLETIN BOARD</b>  	<b>CHROME GARMENT RACK</b>  	<b>2-WAY STRAIGHT ARM</b>    <b>4-WAY SLANT ARM</b>  
<b>2' x 8' GRID PANELS</b>  	<b>4 WAY CONNECTORS</b>  	<b>GRID ACCESSORIES</b>  	<b>GRID LEGS</b>  

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PERFBOARD / BULLETIN BOARDS</b>					
<input type="checkbox"/>	Horizontal	<input type="checkbox"/>	Vertical		
___	10201178	1M x 8'H-Vertical/ Single Side.....	153.70	199.80	___
___	10201182	1/2M x 8'H-Vertical/ Single Side.....	115.70	150.40	___
___	10201480	4' x 8' Horizontal/ Single Side.....	153.70	199.80	___
___	1020410	1M x 12" Perfboard Shelf.....	74.00	96.20	___
___	102040	4" Single Hook.....	2.15	2.80	___
___	102060	6" Single Hook.....	2.15	2.80	___
___	102080	8" Single Hook.....	2.15	2.80	___
___	10205	12" Shelf Bracket.....	12.65	16.45	___
___	10207	7-Ball Waterfall.....	23.75	30.90	___
<b>GRIDS</b>					
___	103028	Chrome Grid.....	123.35	160.35	___
___	103010	Black Grid.....	123.35	160.35	___
___	103011	White Grid.....	123.35	160.35	___
___	103040	Grid Legs - Chrome.....	19.30	25.10	___
___	103041	Grid Legs - Black.....	19.30	25.10	___
___	103042	Grid Legs - White.....	19.30	25.10	___
___	103030	Grid Connectors.....	23.75	30.90	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GRIDS</b>					
___	10305	5-Ball Waterfall (for grids).....	21.25	27.65	___
___	10307	7-Ball Waterfall (for grids).....	23.75	30.90	___
___	103044	4" Single Hook (for grids).....	2.15	2.80	___
___	103046	6" Single Hook (for grids).....	2.15	2.80	___
___	103048	8" Single Hook (for grids).....	2.15	2.80	___
<b>ACCESSORIES</b>					
___	10405	Garment Rack.....	92.35	120.05	___
___	15905	Fish Bowl.....	27.80	36.15	___
___	159022	Ticket Tumbler - small.....	84.70	110.10	___
___	10404	4-way Slant Arm.....	115.70	150.40	___
___	10403	2-way Straight Arm.....	92.10	119.75	___
<b>TOTAL COST</b>					
Sub-Total		+ Tax (8.5%)		= TOTAL	

Don't see what you need?  
Please call Exhibitor Services at 775-355-4600.

FREEMAN accessories





# FURNISHING essentials

## seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

### diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

#### diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

#### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



## seating

### cherry barrel chair

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



### executive chair

*Black Tweed*

28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### diplomat chair

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



## seating

### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



### **black diamond stool**

22"W 18"L 46"H – N71088



soho bistro table (page 6)

# lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



### **signature loveseat**

*Black*

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

### **signature chair**

*Black*

33"W 35"L 33"H – N71093



# tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.

## glass conference table

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



## cherry cocktail table

19"W 36"L 17"H – N72026

## cherry end table

20"W 20"L 20"H – N72027



Milano Table (page 7)  
Diplomat Chair (page 3)



## tables

### pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

#### soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



#### chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



#### metro series

*Black*

##### slate end table

20"W 20"L 17"H – N72029

##### slate cocktail table

20"W 40"L 15"H – N72028



#### studio series

##### black end table

17"W 17"L 18"H – C115104

##### black cocktail table

36"W 20"L 15"H – C115103



# office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



Cherry Tables (page 5)  
Cherry Barrel Chairs (page 3)  
Black Table Lamp (page 11)

## office series

Cherry or Oak

### five-foot desk

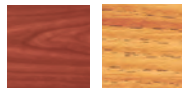
30"W 60"L 30"H  
Cherry – N74061  
Oak – N74071

### credenza

16"W 60"L 30"H  
Cherry – N74064  
Oak – N74074

### bookcase

12"W 36"L 72"H  
Cherry – N74065  
Oak – N74075



### milano table

42"W 84"L 29"H  
*Blonde Top with Black Base* – N72093  
*Black Top with Black Base* – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



### luna table

36"W 72"L 29"H  
*Black Top with Black Base* – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



### hemingway writing table

*Black*  
24"W 49"L 29"H – N720191







# display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

## draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



### tables (30" height)

Draped  
Draped on fourth side  
Undraped

3'	4'	6'	8'
C130330	C130430	C130630	C130830
		C12404630	C12404830
C131330	C131430	C131630	C131830

### counters (42" height)

Draped  
Draped on fourth side  
Undraped

C130342	C130442	C130642	C130842
		C12404642	C12404842
C131342	C131442	C131642	C131842

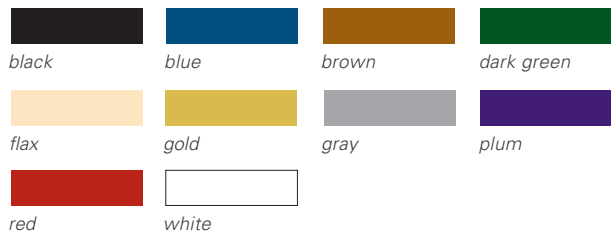


Table-top risers are also available in a variety of sizes. See order form for details.

## display

### display cubes

*Black*

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### display cylinders

*Black*

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### display counter

*Black*

24"W 49"L 42"H – N72056



### orion computer kiosk

*Black*

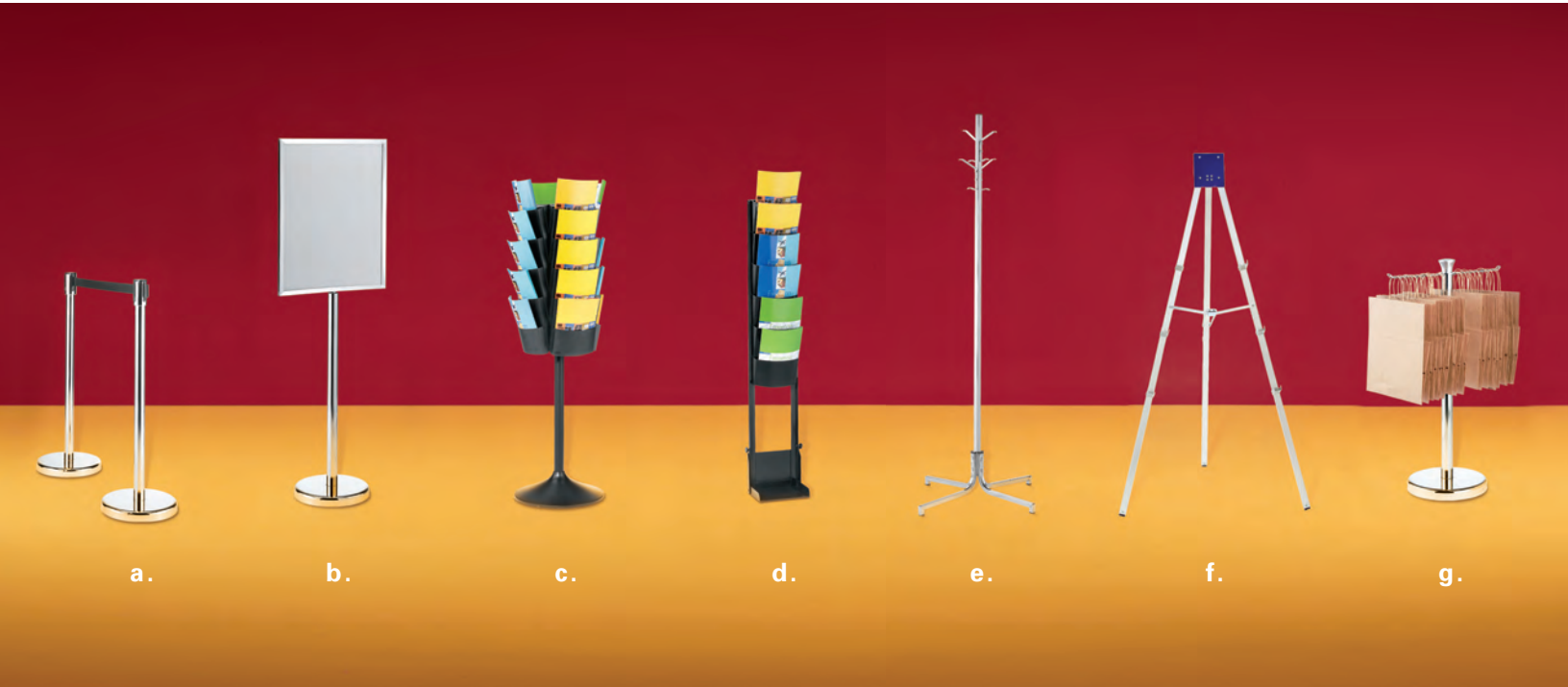
28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



# accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.



**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

Revolving black display holds printed materials for easy access from 20 pockets.

**d. flat literature rack**

10"W 55"H – N750136

Forward-facing black display presents printed materials in six pockets.

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

Special drape is available in a variety of colors. Refer to the order form for details.

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.

# FREEMAN

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DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 09, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CHAIRS</b>					
_____	N71092	Diva Counter Stool .....	51.50	66.95	_____
_____	N71091	Diva Chair.....	51.50	66.95	_____
_____	N710144	Diplomat Chair .....	158.05	205.45	_____
_____	N71038	Cherry Barrel Chair .....	151.20	196.55	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe			
_____	N71048	Gray Gaslift Stool w/Arms ....	179.65	233.55	_____
_____	N71047	Gray Gaslift Stool .....	171.95	223.55	_____
_____	N71046	Gray Gaslift Chair w/Arms ....	157.50	204.75	_____
_____	N71045	Gray Gaslift Chair .....	151.70	197.20	_____
_____	N71044	Executive Chair .....	338.55	440.10	_____
_____	N71089	Black Diamond Side Chair ..	51.50	66.95	_____
_____	N71090	Black Diamond Arm Chair....	51.50	66.95	_____

<b>CHAIRS</b>					
_____	N71088	Black Diamond Stool .....	51.50	66.95	_____
_____	C210108	Limerick® Chair by Herman Miller	44.30	57.60	_____
_____	C210109	Limerick® Stool by Herman Miller	51.50	66.95	_____

## LOUNGE SEATING

_____	N73091	Signature Loveseat .....	516.80	671.85	_____
_____	N71093	Signature Chair .....	359.35	467.15	_____

## TABLES

_____	N72026	Cherry Cocktail Table.....	164.40	213.70	_____
_____	N72027	Cherry End Table.....	144.30	187.60	_____
_____	N72015	Glass Conference Table.....	164.40	213.70	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome			
_____	N72028	Metro Slate Cocktail Table ..	187.10	243.25	_____
_____	N72029	Metro Slate End Table .....	163.10	212.05	_____
_____	C115103	Studio Black Cocktail Table..	70.55	91.70	_____
_____	C115104	Studio Black End Table .....	64.55	83.90	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>TABLES</b>					
<b>Pedestal Tables - SoHo Series</b>					
_____	N72066	Black-top Mini 18"W x 18"H ....	100.15	130.20	_____
_____	N72069	Black-top Cafe 24"W x 30"H ...	116.95	152.05	_____
_____	N72070	Black-top Bistro 24"W x 42"H	154.90	201.35	_____
_____	N72067	Black-top Café Table 36"x30"	135.05	175.55	_____
_____	N72068	Black-top Bistro 36"W x 42"H ..	168.80	219.45	_____
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>					
_____	N72063	Café Table 30"W x 30"H .....	127.15	165.30	_____
_____	N72064	Café Table 36"W x 30"H .....	133.75	173.90	_____
_____	N720163	Bistro Table 30"W x 42"H .....	170.70	221.90	_____
_____	N720164	Bistro Table 36"W x 42"H .....	186.60	242.60	_____

## OFFICE FURNITURE

_____	N72093	Milano Table/Blonde Top .....	347.80	452.15	_____
_____	N72092	Milano Table/Black Top .....	347.80	452.15	_____
_____	N72094	Luna Table/Black Top .....	410.90	534.15	_____
_____	N720191	Hemingway Writing Table .....	265.65	345.35	_____
_____	N74061	Cherry Desk 5' .....	410.90	534.15	_____
_____	N74065	Cherry Bookcase .....	284.50	369.85	_____
_____	N74064	Cherry Credenza .....	335.05	435.55	_____
_____	N74071	Oak Desk 5' .....	410.90	534.15	_____
_____	N74075	Oak Bookcase .....	284.50	369.85	_____
_____	N74074	Oak Credenza .....	335.05	435.55	_____

## DISPLAY FURNITURE

_____	N72056	Display Counter .....	284.50	369.85	_____
_____	N75079	Orion Computer Kiosk .....	284.25	369.55	_____
_____	N75030	Black Display Cube/Small .....	158.05	205.45	_____
_____	N75031	Black Display Cube/Medium ...	158.05	205.45	_____
_____	N75032	Black Display Cube/Large .....	158.05	205.45	_____

## Display Cylinders

_____	N75020	Black Display Cylinder/Low ...	139.75	181.70	_____
_____	N75021	Black Display Cylinder/Med	148.95	193.65	_____
_____	N75022	Black Display Cylinder/High....	168.80	219.45	_____

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**COMPANY NAME: \_\_\_\_\_ BOOTH:: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**FURNISHINGS**

Qty	Part #	Description	Discount Price	Standard Price	Total
DISPLAY FURNITURE					

**Draped Tables - Tables are 24" wide**
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	C130330	Draped Table 3'L x 30"H .....	75.20	97.75	_____
_____	C130430	Draped Table 4'L x 30"H .....	75.20	97.75	_____
_____	C130630	Draped Table 6'L x 30"H .....	93.75	121.90	_____
_____	C130830	Draped Table 8'L x 30"H .....	93.75	121.90	_____
_____	C12404630	4th Side Drape 6'L x 30"H ..	32.30	42.00	_____
_____	C12404830	4th Side Drape 8'L x 30"H .	32.30	42.00	_____
_____	C130342	Draped Counter 3'L x 42"H ...	96.80	125.85	_____
_____	C130442	Draped Counter 4'L x 42"H ...	96.80	125.85	_____
_____	C130642	Draped Counter 6'L x 42"H ...	103.00	133.90	_____
_____	C130842	Draped Counter 8'L x 42"H ...	103.00	133.90	_____
_____	C12404642	4th Side Drape 6'L x 42"H ..	37.40	48.60	_____
_____	C12404842	4th Side Drape 8'L x 42"H ..	37.40	48.60	_____

**Undraped Tables - Tables are 24" wide**

_____	C131330	Undraped Table 3'L x 30"H .	30.65	39.85	_____
_____	C131430	Undraped Table 4'L x 30"H .	37.40	48.60	_____
_____	C131630	Undraped Table 6'L x 30"H.	43.30	56.30	_____
_____	C131830	Undraped Table 8'L x 30"H .	49.05	63.75	_____
_____	C131342	Undraped Counter 3'Lx42"H	52.60	68.40	_____
_____	C131442	Undraped Counter 4'Lx42"H	60.10	78.15	_____
_____	C131642	Undraped Counter 6'Lx42"H	67.00	87.10	_____
_____	C131842	Undraped Counter 8'Lx42"H	72.35	94.05	_____

**Table Top Risers**

_____	C150410	Single Step Riser 4'L x 7"H	48.65	63.25	_____
_____	C150610	Single Step Riser 6'L x 7"H	51.80	67.35	_____
_____	C150810	Single Step Riser 8'L x 7"H	99.60	129.50	_____
_____	C150414	Single Step Riser 4'L x14"H	67.00	87.10	_____
_____	C150614	Single Step Riser 6'L x14"H	71.80	93.35	_____
_____	C150814	Single Step Riser 8'L x14"H	122.60	159.40	_____
_____	C150420	Double Step Riser 4'L .....	77.45	100.70	_____
_____	C150620	Double Step Riser 6'L .....	81.60	106.10	_____
_____	C150820	Double Step Riser 8'L .....	158.35	205.85	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
ACCESSORIES					

_____	C220121	Chrome Stanchion w/belt .....	55.95	72.75	_____
_____	C220118	Chrome Sign Holder .....	60.10	78.15	_____
_____	N750135	Round Literature Rack .....	230.15	299.20	_____
_____	N750136	Flat Literature Rack .....	199.15	258.90	_____
_____	C220109	Chrome Coat Tree .....	39.20	50.95	_____
_____	C220134	Chrome Easel .....	37.10	48.25	_____
_____	C220110	Chrome Bag Rack .....	85.10	110.65	_____
_____	220107	Wastebasket .....	11.35	14.75	_____
_____	220106	Corrugated Wastebasket.....	11.35	14.75	_____
_____	N75057	Small Refrigerator .....	269.35	350.15	_____
_____	N75052	Black Table Lamp .....	116.95	152.05	_____
_____	N74082	File Cabinet/2 Drawer .....	167.25	217.45	_____
_____	N74081	File Cabinet/4 Drawer .....	230.15	299.20	_____
_____	10201484	Bulletin Board .....	146.40	190.30	_____

**Special Drape**
☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	12103	Special Drape 3'H (per ft.) ....	12.05	15.65	_____
_____	12108	Special Drape 8'H (per ft.) ...	15.20	19.75	_____

**TOTAL COST**

_____	+	_____	=	_____
Sub-Total		8.5% Tax		Total Cost



# FREEMAN

850 Spice Island Dr.  
Sparks, NV 89431  
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FreemanRenoES@freemanco.com



DEADLINE DATE  
JANUARY 9, 2015  
**ADVANCE ORDERS ONLY**

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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

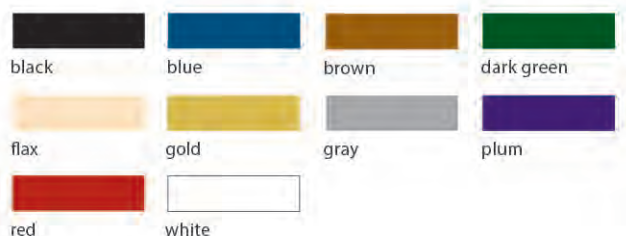
E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

**SPECIAL PACKAGE: In addition to the Pipe & Drape and 7" x 44" ID Sign that are supplied for each booth at no extra charge, we are offering the following special Booth Package**

**EACH 10' X 10' PACKAGE INCLUDES: Cost per 10' x 10' Unit ....\$257.50**

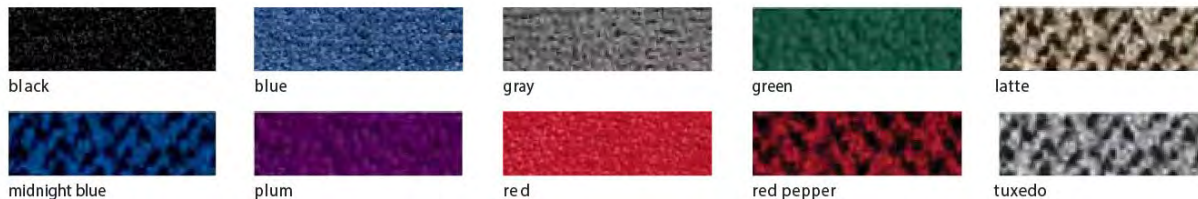
- 1 - 6' x 30" TABLE WITH CHOICE OF DRAPE COLOR
- 2 - BLACK DIAMOND SIDE CHAIR
- 1 - WASTEBASKET
- 1 - 9' X 10' CARPET WITH CHOICE OF COLOR



### CHOOSE YOUR DRAPE COLOR:

Draped Tables - Tables are 24" wide

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Flax
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White



### CHOOSE YOUR CARPET COLOR:

- Our 16 oz. Classic Carpeting is available in ten standard colors in the following standard sizes.

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Number of Packages: \_\_\_\_\_ X \$257.50 X \_\_\_\_\_ 8.5% Tax = \$ \_\_\_\_\_

FREEMAN 10' x 10' booth package



# SELECT furnishings

## seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

### lisbon



#### chair

*Black Leather*

40" L 36" D 34" H – 81011



#### loveseat

*Black Leather*

64" L 36" D 34" H – 8303



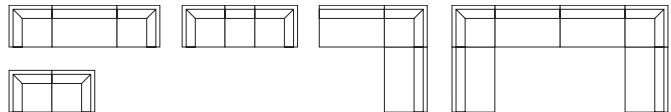
#### sofa

*Black Leather*

88" L 36" D 34" H – 8302

### newport

#### possible configurations:



#### loveseat

*Charcoal Leather*

54" L 34" D 33" H – 8308



#### armless chair

*Charcoal Leather*

24" L 34" D 33" H – 8109



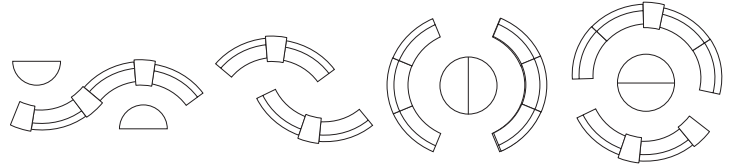
#### corner chair

*Charcoal Leather*

34" L 34" D 33" H – 81010

## south beach

possible configurations (featuring the half round ottomans from page 5):



### sofa

*Platinum Suede*

69" L 29"D 33"H – 8301



### ottoman

*Platinum Suede*

25" L 31"D 18"H – 8151

## key west



### loveseat

*Black Fabric*

57" L 35"D 33"H – 8307



### sofa

*Black Fabric*

85" L 35"D 33"H – 8306



### tub chair

*Black Fabric*

31" L 31"D 31"H – 8103



## allegro

### chair

*Blue Fabric*  
36"L 34.5"D 30"H – 81019

### sofa

*Blue Fabric*  
73"L 34.5"D 29.5"H – 83015



## marrakesh

### chair

*Beige Fabric*  
34"L 37"D 38"H – 810808

### sofa

*Beige Fabric*  
83"L 36"D 29"H – 83062



## memphis

### chair

*Black Fabric*  
27.25"L 31.75"D 27.5"H – 810812

### sofa (compact)

*Black Fabric*  
55"L 31"D 28"H – 83064



## roma

### chair

*White Vinyl*  
37"L 31"D 33"H – 81020

### sofa

*White Vinyl*  
78"L 31"D 33"H – 83016



# casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

## ottomans

### square ottoman

*Black Leather – 8154*

*White Leather – 8152*

40"L 40"D 17"H



### half round ottoman

*White Leather – 81514*

*Black Leather – 81513*

72"L 36"D 17"H



### bench ottoman

*Black Leather – 8155*

*White Leather – 8153*

60"L 24"D 17"H



### leather cube

*Black Leather – 81512*

*White Leather – 81511*

17"L 17"D 18"H



### edge LED cube

*High Density Plastic*

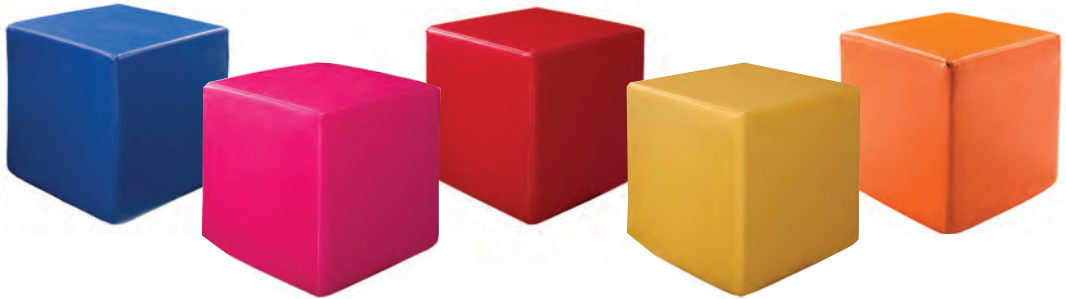
20"L 20"D 20"H – 81526



## ottomans

### vibe cube

Blue Vinyl – 81518  
 Pink Vinyl – 81520  
 Red Vinyl – 81519  
 Yellow Vinyl – 81517  
 Orange Vinyl – 81525  
 18"L 18"D 18"H



## occasional chairs

### madrid chair

Black Leather/Chrome  
 30"L 30"D 31"H – 8102



### madrid chair

White Leather/Chrome  
 30"L 30"D 31"H – 810816



### meeting chair (espresso)

Bonded Leather/Wood Legs  
 25.5"L 23.5"D 34"H – 810835



### meeting chair (taupe)

Microfiber/Wood Legs  
 25.5"L 23.5"D 34"H – 810836





## occasional chairs

### t-vac chair

*Translucent/Chrome Legs*  
25"L 23"D 30"H – 8101



### globus occasional chair

*White Vinyl/Chrome Base*  
28"L 26"D 28"H – 810819



### ICE side chair

*Transparent/Chrome Legs*  
17.25"L 20"D 32"H – 810814



### fusion chair (black/white)

*White/Black High Density Plastic*  
19"L 21"D 32"H – 810838



### christopher chair

*White Vinyl/Chrome*  
17"L 19"D 35"H – 810846



### iso mesh pull-up chair

*Black Vinyl/Black Steel*  
26"L 24"D 38"H – 810707



## occasional chairs

### razor armless chair

*High Density Plastic*

15.38"L 15.5"D 30.5"H – 810837



### new york chair

*Onyx/Maple Wood/Chrome*

23"L 32"D 33"H – 81090



### panton chair

*White Plastic*

20"L 24"D 33"H – 81017



### jetson chair

*Black Vinyl/Black Steel*

19"L 18"D 31"H – 810702



### berlin stack chair

*White & Red Plastic/Chrome – 810811*

*White & Black Plastic/Chrome – 810810*

18"L 22"D 32"H



## conference chairs

### luxor executive chair

*Black Leather*

27"L 28"D 47"H

Adjustable – 810807



### tilt executive chair

*Onyx Fabric*

26"L 25"D 34"H – 81075



### pro executive chair

*White Vinyl*

27.5"L 27.5"D 45.7"H – 810844



### perth highback chair

*Black Leather/Chrome*

23"L 21"D 43"H

Adjustable – 810813



## conference chairs

---

### altura conference/ guest chair

*Black Fabric/Black Steel*  
25" L 20" D 34" H – 81063



### altura junior executive chair

*Black Fabric*  
25" L 25" D 37" H  
Adjustable – 81073



### flex chair

*Black Plastic/Chrome*  
24" L 22" D 31" H – 81018

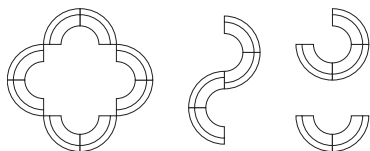


## bars & barstools

### **martini bar**

*Gray metal rounded bar with frosted glass top and chrome legs*  
67"L 50"D 47"H – Radius 76.5" – 8501

**possible configurations:**



### **lift barstool**

*Gray Vinyl/Chrome*  
15" Round 23-33.5"H  
Adjustable – 810842



### **ICE barstool**

*Transparent/Chrome Legs*  
16.75"L 16"D 37.75"H – 810815



Tables in coordinating colors are available upon request.



## bars & barstools

---

### ohio barstool

*Gray Fabric/Chrome – 810100*

*Red Fabric/Chrome – 810101*

*Black Fabric/Chrome – 810102*

18" Round 31" H Adjustable



### jetson barstool

*Black Vinyl/Black Steel*

18" L 19" D 29" H – 810706



### shark swivel barstool

*White Plastic/Chrome*

22" L 19" D 34-44" H

Adjustable – 810202



## bars & barstools

### oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17" L 20" D 30" H



### zoey barstool

Vinyl/Chrome

15" L 17" D 31-35" H – 810834



### banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21" L 22" D 30" H



### gin barstool

Maple Wood/Chrome

16" L 16" D 29" H – 810505



# tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.  
Choose from modern glass tops and more.

## occasional end & cocktail tables

### mosaic table (set of 3)

*Metal/Wood – 820846*

12" L 14" D 16" H

16.5" L 15" D 18" H

20.5" L 16" D 20" H



### candy table

*White Plastic/Black Laminated*

18" L 18" D 18" H – 82056



### aura round table

*White Metal*

15" Round 22" H – 820844



### edge LED lighted table

*White Plastic/Clear Acrylic*

20" L 20" D 20" H – 82057



## occasional end & cocktail tables



### silverado

#### end table

*Tempered Glass/Painted Steel*  
24" Round 22"H – 82015

#### table

*Tempered Glass/Painted Steel*  
36" Round 17"H – 82014



### inspiration

#### end table

*Tempered Glass/Painted Steel*  
24"L 28"D 22"H – 82023

#### table

*Tempered Glass/Painted Steel*  
42"L 28"D 18"H – 82022



### geo

#### end table

*Glass/Black Steel* – 82025  
*Glass/Chrome* – 82035  
26"L 26"D 20"H

#### table

*Glass/Black Steel* – 82024  
*Glass/Chrome* – 82034  
50"L 22"D 16"H



### sydney

#### end table

*Black Laminate/Brushed Steel* – 82054  
*White Laminate/Brushed Steel* – 82055  
27"L 23"D 22"H

#### table

*Black Laminate/Brushed Steel* – 82052  
*White Laminate/Brushed Steel* – 82053  
48"L 24"D 18"H



## conference tables

### nova white oval table

*White Laminate/Chrome*

71"L 35.5"D 29"H – 82060



### geo conference table

*Glass/Black Steel* – 82041

*Glass/Chrome* – 82051

60"L 36"D 29"H



### communal table (maple with grommets)

*Laminate/Metal*

72"L 26"D 30"H – 82058

72"L 26"D 42"H – 82059



### manhattan table

*Glass/Black Steel*

42" Round 29"H – 82033



### communal table (maple)

*Laminate/Metal*

72"L 26"D 30"H – 82067

72"L 26"D 42"H – 82068



### communal table (white)

*Laminate/Metal*

72"L 26"D 30"H – 82063

72"L 26"D 42"H – 82066





# rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

## e table

Wood

15.5"L 27.5"D 21"H – 820845

*Some configurations require two tables. Only one table per order.*

possible configurations:



## rustique chair with arms

Gunmetal

20"L 18"D 31"H – 810841



## rustique barstool

Gunmetal

13"L 13"D 30"H – 810839



## timber table

Wood

16" Round 27.5"D 17"H – 820843



## product display

### etagere

Black – 850604  
Silver – 850605  
30" L 16" D 70" H



### locking door pedestal

Black Laminate  
24" L 24" D 42" H – 85078



## lighting

### mason table lamp\*

White/Brushed Silver  
16" Round 26" H – 850707



### mason floor lamp\*

White/Brushed Silver  
18" Round 55" H – 850708



## refrigerators

### refrigerator\*

White  
14.0 cubic feet  
20" L 30" D 65" H – 8503001



\*Electrical power must be ordered separately.

## tablet stand

### mobile tablet stand

White – 850714

Black – 850715

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x9.375" but not larger than 8.5"x12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## tablet stand accessories

### brochure holder\*

Black – 850711

8.625"L 1.1"D 11.325"H



### wireless printer holder\*

Black – 850712

3.3"L 1.9"D 5.28"H



### charging shelf\*

Black – 850713

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand.

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SEATING</b>					

#### Lisbon Group - Black Leather

_____	81011	Chair.....	420.45	546.60	_____
_____	8303	Loveseat.....	565.05	734.55	_____
_____	8302	Sofa.....	628.50	817.05	_____

#### Newport Group - Charcoal Leather

_____	8308	Loveseat.....	571.75	743.30	_____
_____	8109	Armless Chair.....	324.05	421.25	_____
_____	81010	Corner Chair.....	378.95	492.65	_____

#### South Beach Group - Platinum Suede

_____	8301	Sofa.....	551.65	717.15	_____
_____	8151	Ottoman.....	241.00	313.30	_____

#### Key West Group - Black Fabric

_____	8307	Loveseat.....	448.55	583.10	_____
_____	8306	Sofa.....	496.75	645.80	_____
_____	8103	Tub Chair.....	345.45	449.10	_____

#### Allegro Group - Blue Suede

_____	81019	Chair.....	435.20	565.75	_____
_____	83015	Sofa.....	696.30	905.20	_____

#### Marrakesh Group - Beige Fabric

_____	810808	Chair.....	372.25	483.95	_____
_____	83062	Sofa.....	523.55	680.60	_____

#### Memphis Group - Black Fabric

_____	810812	Chair.....	382.60	497.40	_____
_____	83064	Sofa (compact).....	533.40	693.40	_____

#### Roma Group - White Vinyl

_____	81020	Chair.....	512.45	666.20	_____
_____	83016	Sofa.....	789.15	1,025.90	_____

### CASUAL SEATING

#### Ottomans

_____	8154	Square - Black Leather.....	275.85	358.60	_____
_____	8152	Square - White Leather.....	275.85	358.60	_____
_____	8155	Bench - Black Leather.....	330.75	430.00	_____
_____	8153	Bench - White Leather.....	330.75	430.00	_____
_____	81513	Half Round - Black Leather.....	345.45	449.10	_____
_____	81514	Half Round - White Leather.....	345.45	449.10	_____

#### Cubes

_____	81518	Vibe - Blue Vinyl.....	96.40	125.30	_____
_____	81520	Vibe - Pink Vinyl.....	96.40	125.30	_____
_____	81519	Vibe - Red Vinyl.....	96.40	125.30	_____
_____	81517	Vibe - Yellow Vinyl.....	96.40	125.30	_____
_____	81525	Vibe - Orange Vinyl.....	96.40	125.30	_____
_____	81511	Leather Cube - White Leather.....	96.40	125.30	_____
_____	81512	Leather Cube - Black Leather.....	96.40	125.30	_____
_____	81526	Edge LED Cube.....	157.70	205.00	_____

FREEMAN select furnishings

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>					

#### Occasional Chairs

_____	8102	Madrid Chair - Black Leather.....	689.60	896.50	_____
_____	810816	Madrid Chair - White Leather.....	689.60	896.50	_____
_____	810835	Meeting Chair (Espresso).....	171.15	222.50	_____
_____	810836	Meeting Chair (Taupe).....	171.15	222.50	_____
_____	8101	T-vac Chair - Translucent/Chrome .....	269.15	349.90	_____
_____	810819	Globus Occasional Chair - White Vinyl/Chrome.....	373.75	485.90	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	182.40	237.10	_____
_____	810838	Fusion Chair - Black/White.....	94.25	122.55	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	117.20	152.35	_____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	262.45	341.20	_____
_____	810837	Razor Armless Chair.....	93.75	121.90	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	163.35	212.35	_____
_____	81017	Panton Chair - White Plastic.....	166.05	215.85	_____
_____	810702	Jetson Chair - Black Vinyl/Black Steel.....	163.35	212.35	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	93.75	121.90	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome.....	93.75	121.90	_____

#### Conference Chairs

_____	810807	Luxor Executive Chair - Black Leather.....	365.55	475.20	_____
_____	81075	Tilt Executive Chair - Onyx Fabric.....	269.15	349.90	_____
_____	81018	Flex Chair - Black Plastic/Chrome.....	135.25	175.85	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	275.85	358.60	_____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	382.60	497.40	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	303.95	395.15	_____
_____	810844	Pro Executive Chair - White Vinyl.....	264.75	344.20	_____

#### Bars & Bar Stools

_____	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs	1,206.45	1,568.40	_____
_____	810100	Ohio Barstool - Grey Fabric/Chrome.....	149.95	194.95	_____
_____	810101	Ohio Barstool - Red Fabric/Chrome.....	149.95	194.95	_____
_____	810102	Ohio Barstool - Black Fabric/Chrome.....	149.95	194.95	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	278.60	362.20	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	164.70	214.10	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	164.70	214.10	_____
_____	810815	ICE Barstool - Transparent/Chrome.....	195.10	253.65	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	144.60	188.00	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	227.65	295.95	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	207.55	269.80	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	207.55	269.80	_____
_____	810834	Zoey Barstool.....	238.40	309.90	_____
_____	810842	Lift Barstool - Gray Vinyl/Chrome.....	143.20	186.15	_____

#### TABLES

#### Occasional End & Cocktail Tables

_____	820846	Mosaic Table (set of 3).....	193.15	251.10	_____
_____	820844	Aura Table.....	123.70	160.80	_____
_____	82056	Candy Table.....	136.50	177.45	_____
_____	82057	Edge LED Lighted Table.....	157.70	205.00	_____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	220.95	287.25	_____

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Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES					

**Occasional End & Cocktail Tables (Continued)**

_____	82014	Silverado Table - Tempered Glass/Painted Steel.....	234.35	304.65	_____
_____	82025	Geo End Table - Glass/Black Steel.....	199.50	259.35	_____
_____	82035	Geo End Table - Glass/Chrome.....	199.50	259.35	_____
_____	82024	Geo Table - Glass/Black Steel.....	220.95	287.25	_____
_____	82034	Geo Table - Glass/Chrome .....	220.95	287.25	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	255.75	332.50	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel.....	269.15	349.90	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel.....	206.50	268.45	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel.....	206.50	268.45	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	249.55	324.40	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	249.55	324.40	_____

**Conference Tables**

_____	82060	Nova White Oval Table - White Laminate/Chrome.....	507.05	659.15	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	263.80	342.95	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	372.25	483.95	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	372.25	483.95	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	236.50	307.45	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	331.10	430.45	_____
_____	82067	Communal Table 30"H Maple Solid.....	236.50	307.45	_____
_____	82068	Communal Table 42"H Maple Solid.....	331.10	430.45	_____
_____	82063	Communal Table 30"H White Solid.....	236.50	307.45	_____
_____	82066	Communal Table 42"H White Solid.....	331.10	430.45	_____

**RUSTIQUE COLLECTION**

_____	820845	Rustique E Table.....	162.75	211.60	_____
_____	810841	Rustique Chair with Arms.....	117.20	152.35	_____
_____	810839	Rustique Barstool.....	117.20	152.35	_____
_____	820843	Rustique Timber Table.....	138.90	180.55	_____

**PRODUCT DISPLAYS, TABLET STANDS AND MORE****Product Display**

_____	850604	Etagere - Black.....	273.15	355.10	_____
_____	850605	Etagere -Pewter.....	273.15	355.10	_____
_____	85078	Locking Door Pedestal - Black Laminate.....	407.05	529.15	_____

**Refrigerator**

_____	8503001	Refrigerator - White.....	682.90	887.75	_____
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**Lighting**

_____	850707	Mason Table Lamp - White/Brushed Silver.....	130.15	169.20	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	135.00	175.50	_____

**Tablet Stand**

_____	850714	Mobile Tablet Stand - White.....	284.25	369.55	_____
_____	850715	Mobile Tablet Stand - Black.....	284.25	369.55	_____

**Tablet Stand Accessories**

_____	850711	Brochure Holder.....	28.20	36.65	_____
_____	850712	Wireless Printer Holder.....	28.20	36.65	_____
_____	850713	Charging Shelf.....	28.20	36.65	_____

**TOTAL COST**

_____	+	_____	=	_____
Sub-Total		8.5%% Tax		Total Cost



# carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95–100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications

# prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

**\*Color(s) available in both 28 oz. and 40 oz.**

# classic CARPET

## custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

## questions?

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

*Actual color(s) may vary slightly.*

# FREEMAN

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 09, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call to speak with one of our experts.

• Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.  
Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

• All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

**PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

• Guaranteed new, high quality carpet available in a variety of designer colors.

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ X _____ = _____ sq. ft. @	\$ 3.25	\$ 4.25	_____
701 - 1200 sq. ft.	Booth Size: _____ X _____ = _____ sq. ft. @	\$ 2.95	\$ 3.85	_____

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ X _____ = _____ sq. ft. @	\$ 2.80	\$ 3.65	_____
701 - 1200 sq. ft.	Booth Size: _____ X _____ = _____ sq. ft. @	\$ 2.45	\$ 3.20	_____

**CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

• Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

16 oz. Carpet Rental	Price per square foot (100 sq. ft. minimum)	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ X _____ = _____ sq. ft. @	\$ 2.10	\$ 2.75	_____

**CLASSIC CARPET** - includes delivery, material handling, installation and removal

• Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 103.00	\$ 133.90	_____
_____	9' x 20' Classic Carpet .....	\$ 206.00	\$ 267.80	_____
_____	9' x 30' Classic Carpet .....	\$ 309.00	\$ 401.70	_____
_____	9' x 40' Classic Carpet .....	\$ 412.00	\$ 535.60	_____

**CARPET PADDING AND PLASTIC COVERING** - includes delivery, material handling, installation and removal

Qty	Description	Discount	Standard	Total
_____	9' x 10' Carpet Padding.....	\$ 60.30	\$ 78.40	_____
_____	9' x 20' Carpet Padding.....	\$ 120.60	\$ 156.80	_____
_____	9' x 30' Carpet Padding.....	\$ 180.90	\$ 235.15	_____
_____	9' x 40' Carpet Padding.....	\$ 241.20	\$ 313.55	_____
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)(price per sq. ft.)	\$ .67	\$ .85	_____
_____	Carpet Padding -1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$ .46	\$ .60	_____
_____	Plastic Covering (price per sq. ft. ).....	\$ .36	\$ .45	_____

Our carpet padding consists of 95 - 100% recycled urethane form and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

\*\*All utility lines must be installed before carpet installation. Utilities should be ordered in advance.\*\*

TOTAL COST				
Sub- Total	+	8.5% Tax	=	Total Cost
_____		_____		_____

# FREEMAN

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## CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum.
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

### VACUUMING (per sq. ft. - 100 sq. ft. minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time .....	.31	.40	_____
_____	610200	Booth Vacuuming - 2 Days .....	.62	.80	_____

### SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time .....	.49	.65	_____
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### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft. ....	91.95	119.55	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	113.55	147.60	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	134.10	174.35	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet





Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



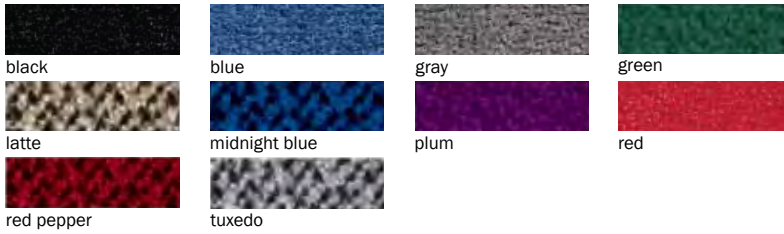
Package 6 upgraded with graphics and cabinet

\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

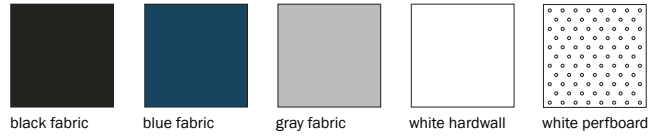
**Questions?** All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to [www.freemanco.com](http://www.freemanco.com).



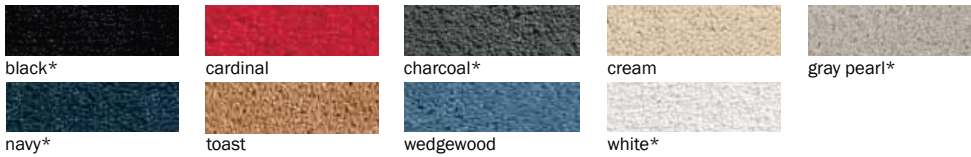
## Color Options - Classic Carpet



## Color Options - Fabric and Hardwall Panels



## Upgraded Color Options - Prestige Carpet



*\*Colors available in both 28 oz. and 40 oz.*

## Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples click on the link below.

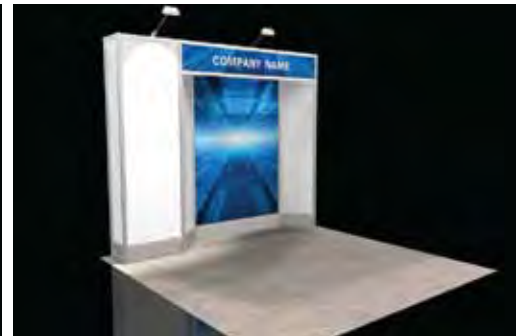
## Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

## To view additional custom designs



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

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**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	2,459.65	3,197.55	<input type="checkbox"/> 10' x 20'	4,919.30	6,395.10
Package 2	<input type="checkbox"/> 10' x 10'	1,613.00	2,096.90	<input type="checkbox"/> 10' x 20'	3,225.95	4,193.75
Package 3	<input type="checkbox"/> 10' x 10'	1,997.15	2,596.30	<input type="checkbox"/> 10' x 20'	3,994.35	5,192.65
Package 4	<input type="checkbox"/> 10' x 10'	1,843.70	2,396.80	<input type="checkbox"/> 10' x 20'	3,687.40	4,793.60
Package 5	<input type="checkbox"/> 10' x 10'	1,663.45	2,162.50	<input type="checkbox"/> 10' x 20'	3,332.05	4,331.65
Package 6	<input type="checkbox"/> 10' x 10'	1,738.65	2,260.25	<input type="checkbox"/> 10' x 20'	3,512.30	4,566.00

## CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard



## CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

## LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color \_\_\_\_\_  
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type \_\_\_\_\_

Indicate exactly how you want your company name to appear:

\*Unless font type is indicated, Helvetica will be used.

## ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics  
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board



The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST		
Sub-Total	+	8.5 % Tax
	=	Total Cost

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## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	790.00	1,027.00	_____	_____
40"H x 8"W	915.65	1,190.35	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	859.00	1,116.70	_____	_____
40"H x 8"W	973.35	1,265.35	_____	_____

\*Shipping Not Included

### Rental Units Include:

Draped Table (select color below)  
Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Dark Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,294.70	1,683.10	_____	_____
8'H x 10'W	1,541.90	2,004.45	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,948.75	2,533.40	_____	_____
8'H x 10'W	2,288.65	2,975.25	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H X 10'W unit only  
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total		Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	158.60	206.20	_____		_____	203.95	265.15	_____
1715801	1-200 Watt Halogen Light Kit	_____	83.45	108.50	_____		_____	149.35	194.15	_____
1715802	Straight Shelf	_____	63.85	83.00	_____		_____	104.05	135.25	_____
1715803	Angled Shelf	_____	63.85	83.00	_____		_____	104.05	135.25	_____

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total + 8.5% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 8.5% Tax = Total Cost

# FREEMAN

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 09, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)  
**ACCESSORIES FOR RENTAL UNITS**

<b>LIGHTS (use only on rentals)</b> 	<b>SHELVES (use only on rentals)</b> 	<b>CABINETS</b> 
<b>GONDOLAS</b> 	<b>RADIUS CABINET (does not have doors)</b> 	<b>LITERATURE POCKETS</b> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	118.45	154.00	___

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	476.45	619.40	___
___	17306	1M x ½M x 42" High.....	537.70	699.00	___
___	17308	2M x ½M x 36" High.....	768.55	999.10	___
___	17309	2M x ½M x 42" High.....	829.80	1,078.75	___
___	173010	1M Radius x ½M x 36" High.	845.00	1,098.50	___
___	173011	1M Radius x ½M x 42" High..	845.00	1,098.50	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	23.10	30.05	___
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	276.90	359.95	___
___	174542	Double Sided 1M x 4' High..	368.95	479.65	___
___	174581	Single Sided 1M x 8' High...	338.00	439.40	___
___	174582	Double Sided 1M x 8' High..	430.60	559.80	___

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	67.30	87.50	___
___	17206	1M Angled (37" x 12") .....	67.30	87.50	___

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	23.40	30.40	___

<b>TOTAL COST</b>					
___	Sub-Total	+	8.5% Tax	=	Total Cost

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (775) 355-4600.

# F R E E M A N

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Sparks, NV 89431  
(775) 355-4600 • Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
DECEMBER 4, 2014

INCLUDE THE FREEMAN METHOD  
OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-407-4696 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are **NOT** included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Specialist will contact you for details.



### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$5,000.05	\$7,500.10	_____
_____	10' x 10'	4'	40'	\$5,935.95	\$8,903.95	_____
_____	15' x 15'	3'	60'	\$7,067.40	\$10,601.10	_____
_____	15' x 15'	4'	60'	\$8,348.20	\$12,522.30	_____



### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	40'	\$6,298.15	\$9,447.25	_____
_____	10' x 15'	4'	50'	\$7,312.60	\$10,968.90	_____



### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$4,415.00	\$6,622.50	_____
_____	10'	4'	31.42'	\$5,103.30	\$7,654.95	_____
_____	15'	3'	47.12'	\$6,222.30	\$9,333.45	_____
_____	15'	4'	47.12'	\$7,204.25	\$10,806.40	_____



### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10' x 10'	3'	30'	\$3,848.60	\$5,772.90	_____
_____	10' x 10' x 10'	4'	30'	\$4,484.65	\$6,727.00	_____
_____	15' x 15' x 15'	3'	45'	\$5,972.10	\$8,913.15	_____
_____	15' x 15' x 15'	4'	45'	\$8,476.35	\$12,714.55	_____



### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$3,235.00	\$4,852.50	_____
_____	15'	4'	30'	\$4,055.15	\$6,082.75	_____
_____	20'	3'	40'	\$4,864.25	\$7,296.40	_____
_____	20'	4'	40'	\$5,726.85	\$8,590.30	_____
_____	30'	3'	60'	\$6,374.10	\$9,561.15	_____
_____	30'	4'	60'	\$7,713.35	\$11,570.05	_____

Total: \_\_\_\_\_ x Tax (8.5%) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics



Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes. Or you may call our Exhibitor Sales Department 775-355-4600.

FREEMAN fabric solutions



## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes(if submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

### ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

### WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.
- Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup must be sent via overnight delivery in addition to posting the electronic files.

Please visit us at: [www.freemanco.com/store](http://www.freemanco.com/store)



# FREEMAN

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 • Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 9, 2015

**INCLUDE THE FREEMAN METHOD  
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

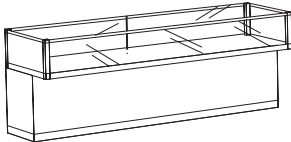
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

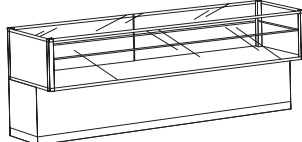
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

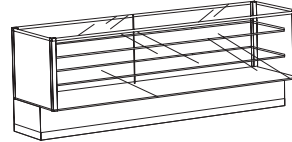
For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)



**QUARTER VIEW**



**HALF VIEW**



**FULL VIEW CASE**

## SHOWCASES

### THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting  
Sliding Doors w/Lock (No Mirrors)  
Solid Sides  
Matte White Formica Exterior  
Closed Storage area (Quarter & Half View Cases)  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter, Half & Full View**

___ 101044	4' Quarter View Fluorescent..	344.00	_____
___ 101052	5' Quarter View Fluorescent..	344.00	_____
___ 101062	6' Quarter View Fluorescent..	344.00	_____
___ 101042	4' Half View Fluorescent.....	344.00	_____
___ 101050	5' Half View Fluorescent.....	344.00	_____
___ 101060	6' Half View Fluorescent.....	344.00	_____
___ 101043	4' Full View Fluorescent .....	344.00	_____
___ 101051	5' Full View Fluorescent .....	344.00	_____
___ 101061	6' Full View Fluorescent .....	344.00	_____
___ 101092	Corner Quarter View .....	377.00	_____
___ 101090	Corner Half View .....	377.00	_____

### THE DELUXE LINE (Fluorescent)

Fluorescent Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Polished Bronze Frame  
Glossy Black Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

___ 1014111	4' Quarter View Fluorescent..	398.60	_____
___ 1014121	5' Quarter View Fluorescent..	398.60	_____
___ 1014131	6' Quarter View Fluorescent..	398.60	_____
___ 1014110	4' Half View Fluorescent.....	398.60	_____
___ 1014120	5' Half View Fluorescent.....	398.60	_____
___ 1014130	6' Half View Fluorescent.....	398.60	_____
___ 1014101	Corner Quarter View .....	426.40	_____
___ 1014100	Corner Half View .....	426.40	_____

### THE DESIGNER LINE (Fluorescent OR Halogen)

Fluorescent Lighting (Quarter & Half View)  
Halogen Lighting (Quarter View Only)  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Silver Frame  
Textured Gray Formica Exterior  
Rear Storage w/Locked Sliding Doors  
**Available in 4', 5', and 6' lengths & 34" Corner Cases**

___ 1012400	4' Quarter View Fluorescent..	382.15	_____
___ 1012500	5' Quarter View Fluorescent..	382.15	_____
___ 1012600	6' Quarter View Fluorescent..	382.15	_____
___ 1012401	4' Half View Fluorescent.....	382.15	_____
___ 1012501	5' Half View Fluorescent.....	382.15	_____
___ 1012601	6' Half View Fluorescent.....	382.15	_____
___ 1011400	4' Quarter View Halogen .....	458.35	_____
___ 1011500	5' Quarter View Halogen .....	458.35	_____
___ 1011600	6' Quarter View Halogen .....	458.35	_____
___ 101214	Corner Quarter View Fluorescent .	409.95	_____
___ 101212	Corner Half View Fluorescent .....	409.95	_____

### THE ELITE LINE (Halogen)

Halogen Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Gold Frame  
Green w/Etched Verdigris Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

___ 1013400	4' Quarter View Halogen .....	458.35	_____
___ 1013500	5' Quarter View Halogen .....	458.35	_____
___ 1013600	6' Quarter View Halogen .....	458.35	_____
___ 1013401	4' Half View Halogen .....	458.35	_____
___ 1013501	5' Half View Halogen .....	458.35	_____
___ 1013601	6' Half View Halogen .....	458.35	_____
___ 101314	Corner Quarter View .....	496.45	_____
___ 101312	Corner Half View .....	496.45	_____

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space. **Orders received after the deadline date will cost you an additional 30% per case over prices indicated.**

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.5%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# FREEMAN

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Sparks, NV 89431  
(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 09, 2015

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

### DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 11.50 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 17.25 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

#### Backing Material:

- ☐ Foamcore ☐ Masonite  
☐ PVC ☐ Plexi  
☐ Gatorfoam ☐ Eco-Board  
☐ Ultra-Board ☐ Other

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_  
☐ ☐ ☐

#### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	50.45	75.70 =	_____
7" x 22" _____ @	51.75	77.65 =	_____
7" x 44" _____ @	53.05	79.60 =	_____
9" x 44" _____ @	56.20	84.30 =	_____
11" x 14" _____ @	54.60	81.90 =	_____
14" x 22" _____ @	63.65	95.50 =	_____
14" x 44" _____ @	76.00	114.00 =	_____
22" x 28" _____ @	82.40	123.60 =	_____
28" x 44" _____ @	118.45	177.70 =	_____
20" x 60" _____ @	157.40	236.10 =	_____

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

#### INDICATE YOUR SIGN COPY HERE:

\* Please feel free to attach additional sign copy on separate page.

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

#### TOTAL COST

Sub-Total + 8.5 % Tax = Total Cost

FREEMAN graphics

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- QUARK XPRESS

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## WAYS TO SEND ARTWORK

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• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (775) 355-4600 for assistance.

# UNION JURISDICTIONS IN SACRAMENTO, CALIFORNIA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Freeman's labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of an exhibiting company. Freeman, as the official labor contractor for the exposition, will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

## EXHIBIT LABOR

Exhibitors are allowed to set-up and/or dismantle their own booths, provided they use their own bonafide, full-time employees. The company employees should carry positive company identification, such as a medical identification card or a payroll stub.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

This rule prohibits the utilization of workers hired from a non-licensed and uninsured company. Prior proof and approval will be required.

## FREIGHT HANDLING

Work rules require that Freeman, as the official material handling contractor, off-load all equipment and display materials from commercial carriers/common carriers or van lines. The use of fork trucks, pallet jacks or lift gates are permitted only by personnel of the official drayage contractor. Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be bonafide, full-time company employees of the exhibiting company.
- Exhibitors must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled luggage carriers are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.
- When exhibitors choose to perform their own material handling, they may not be permitted access to the loading dock/freight door areas.

Freeman will not be responsible for any material it does not handle.

## GRATUITIES

Freeman prohibit the SOLICITATION of tips from any of our employees in the form of money, merchandise, or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage, and tipping is not an accepted company policy.

## IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to Freeman's jurisdiction or practices must be directed to a Freeman company management representative.

# F R E E M A N

850 Spice Island Dr.  
Sparks, NV 89431  
(775) 355-4600 • Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



INCLUDE THE FREEMAN METHOD  
OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 81.50	\$ 114.25
<b>Overtime-</b> 5:00 P.M. to 8:00 A.M. Monday through Friday		
All day Saturday, Sunday and recognized Holidays.....	\$ 134.00	\$ 187.75

### • Show Site prices will apply to all labor orders placed at show site.

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

### ☐ Freeman Supervised Labor - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### ☐ Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Installation						= \$ _____

## DISMANTLE LABOR

### ☐ Freeman Supervised Labor - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### ☐ Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
_____	_____	_____ x	_____ =	_____	@ \$ _____ =	\$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

### FREEMAN SUPERVISED LABOR

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.***

### INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ **Other (list carrier name & phone number):**

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

☐ Reroute via Freeman's choice

☐ Deliver back to Freeman warehouse at Exhibitor's expense.

**PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.**



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DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 9, 2015

INCLUDE THE FREEMAN METHOD  
OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

\_\_\_\_\_ Feet in from the back Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the left Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the right Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet in from the front Aisle # \_\_\_\_\_

Number of feet from floor to top of sign: \_\_\_\_\_

324100

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

#### Overtime

5:00 P.M. to 8:00 A.M., Monday through Friday and all day Saturday, Sunday & Holidays.

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. are additional and charged accordingly

### Equipment With Crew

- Standard prices will apply to all labor orders placed after the Deadline Date
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

Straight Time Overtime

**Condor/Boom/Snorkel** With crew (up to 200 lbs lift capacity)

Advance Price \$407.00 \$530.50

Standard Price \$570.00 \$742.75

**Additional Crew** Assembly Labor (Per person / Per hour)

Advance Price \$ 81.50 \$134.00

Standard Price \$114.25 \$187.75

### Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost

@

=

### Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost

@

=

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- \_\_\_\_\_ Freeman
- \_\_\_\_\_ Exhibitor Personnel
- \_\_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

Subtotal	\$	_____
Tax 8.5%	\$	N/A
Total Cost	\$	_____

FREEMAN hanging sign labor

**F R E E M A N**

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(775) 355-4600 Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

**STRUCTURAL INTEGRITY STATEMENT**  
**THIS FORM MUST BE RETURNED**  
**FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, SACRAMENTO CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top  
of this form.**

**FREEMAN structural integrity statement**

## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **HANGING TRUSS & LIGHTING EQUIPMENT**

#### **JURISDICTIONS**

- Freeman is the exclusive provider of all Rigging Services.
- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- Union Electricians will run all initial power sources and Freeman union personnel will make all connections to the dimmable power sources.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Include Rigging Plot with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

### **GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT**

#### **JURISDICTIONS**

- Freeman is the exclusive provider of all Stagehand labor.
- Union Stagehands will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Union Stagehands must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Union Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

### **NON-ELECTRICAL HANGING SIGNS (UNDER 250 POUNDS)**

#### **JURISDICTIONS**

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

# **F R E E M A N**

## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **NON-ELECTRICAL HANGING SIGNS (OVER 250 POUNDS - CHAIN HOIST REQUIRED)**

#### **JURISDICTIONS**

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

### **ELECTRICAL HANGING SIGNS**

#### **JURISDICTIONS**

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 pounds.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

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DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 9, 2015

INCLUDE THE FREEMAN METHOD  
OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

## HANGING TRUSS EQUIPMENT AND LABOR

**Straight Time:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**Overtime:** 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

- All rigging must comply with Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide an engineered print with load two (2) weeks prior to move-in may delay your move-in date and increase exhibit costs!
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.
- Stagehand labor is based on a four hour minimum.
- During run of show, there will be a 2 hour turn on / 2 hour turn off charge, based on the four hour minimum.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- For Pre Rigging: Please contact FREEMAN for availability.

### LIGHTING DESIGNER INFORMATION

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Company Name: \_\_\_\_\_

Description	Advance Price	Standard Price
<b>EQUIPMENT</b>		
• Rates are per lift and crew, per hour		
• Crew consists of 1 Operator and 1 Ground Man		
Condor w/crew - ST .....	\$407.00	\$570.00
Condor w/crew - OT .....	\$530.50	742.75
Genie Hand Crank - per day .....	155.75	218.05
<b>LABOR (high riggers, ground riggers, programmers and theatrical stage electricians)</b>		
Additional Crew Member - ST .....	\$ 81.50	\$ 114.25
Additional Crew Member - OT .....	134.00	187.75
<b>MISCELLANEOUS EQUIPMENT</b>		
One Ton Hoist .....	\$463.50	\$ _____
Half Ton Hoist .....	442.25	\$ _____
20.5" Box Truss (per foot) .....	26.75	\$ _____
12" Box Truss (per foot) .....	18.50	\$ _____
Small Rotator .....	180.25	\$ _____
Large Rotator .....	360.50	\$ _____
<b>Total for Miscellaneous Equipment .....</b>		<b>\$ _____</b>

Orders received after the deadline date will cost an additional 30% over prices indicated.

### INSTALLATION

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						Tax	N/A
_____						<b>Total</b>	

### DISMANTLE

Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						Tax	N/A
_____						<b>Total</b>	

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NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ Fax #: \_\_\_\_\_

## MACHINERY - UNLOADING - RIGGING REQUIREMENTS

- Return completed form via fax to 469-621-5617.
- Please submit any diagrams, pictures and/or drawings that may be needed or helpful
- If you should need assistance or have questions, please contact freeman at FreemanRenoES@freemanco.com or 775-355-4600
- All exhibitors with heavy machinery, special lifting requirements or major assembly work **MUST** contact Freeman to verify equipment, labor and rigging requirements.

## SHIPMENT DETAILS - LIST MACHINERY DIMENSIONS AND WEIGHT

Please list: "(specify pounds/kilograms,metric/imperial)"

Weight: \_\_\_\_\_

Height: \_\_\_\_\_

Length: \_\_\_\_\_

Width: \_\_\_\_\_

Dimensions: \_\_\_\_\_

## CHECK EQUIPMENT NEEDED FOR HANDLING: (DO NOT UNDERESTIMATE ON THE CAPACITY)

Forklift Capacity: ☐ 5,000 lbs. ☐ 10,000 lbs. ☐ 15,000 lbs. ☐ 4-Stage ☐ Other: \_\_\_\_\_

Additional Equipment: ☐ Forklift Blade Extensions ☐ Straps ☐ Boom ☐ Riggers ☐ Spreader Bar

Crane Capacity: ☐ 18 ton ☐ 25 ton ☐ Other: \_\_\_\_\_

## REQUIREMENTS AND DETAILS:

Can the machinery be lifted from the bottom? \_\_\_\_\_ From the top? \_\_\_\_\_

Are eye bolts or lifting hooks attached for lifting purpose? ☐ Yes ☐ No

Required Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Required Dismantle Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of trailer/container: ☐ Flat bed ☐ Single drop ☐ Double drop ☐ Step deck

☐ Overseas container ☐ Hard top ☐ Rag top ☐ Soft side

☐ Dry van ☐ Other: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MACHINERY & rigging information



---

# ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

## **How do I know how much power I need?**

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

## **Do I need to order labor?**

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

## **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

## **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

---

### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

**F R E E M A N**  
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME 2015 Unified Wine & Grape Symposium DATES 1/28-29/15

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

[illegible]

Adjacent Aisle or Booth #

A measurement scale can be applied as necessary to reflect the size of your booth.


**10 x 10 use 1 square = 1/4 foot**

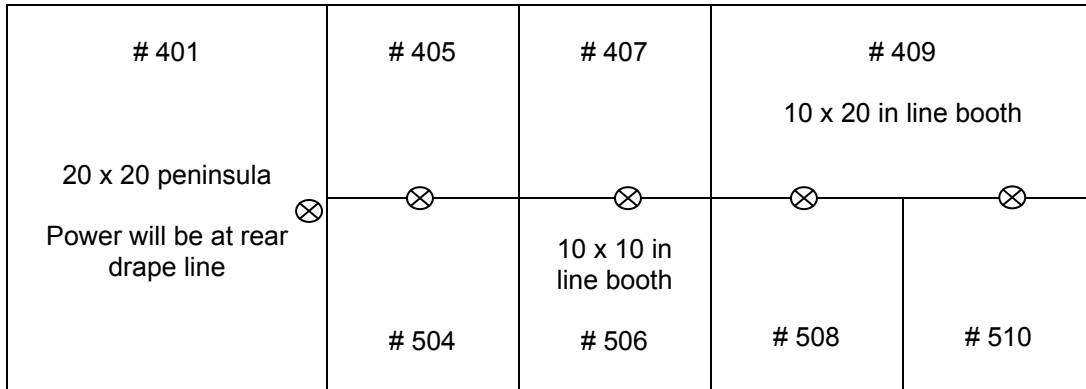
**20 x 20 use 1 square = 1/2 foot**

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

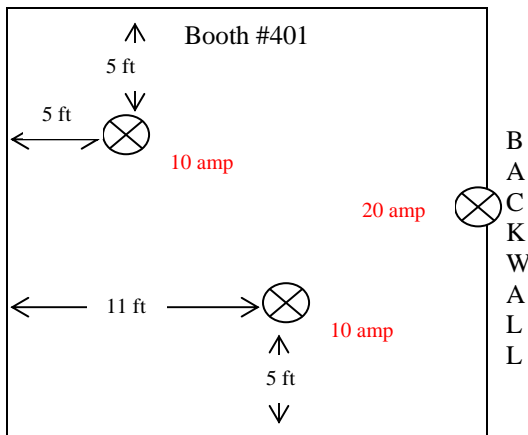
## IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

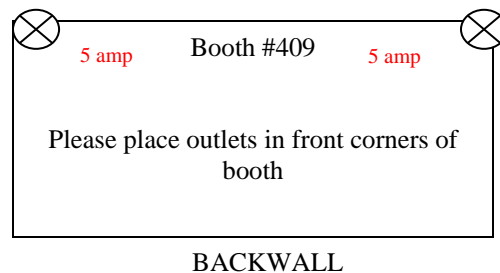


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

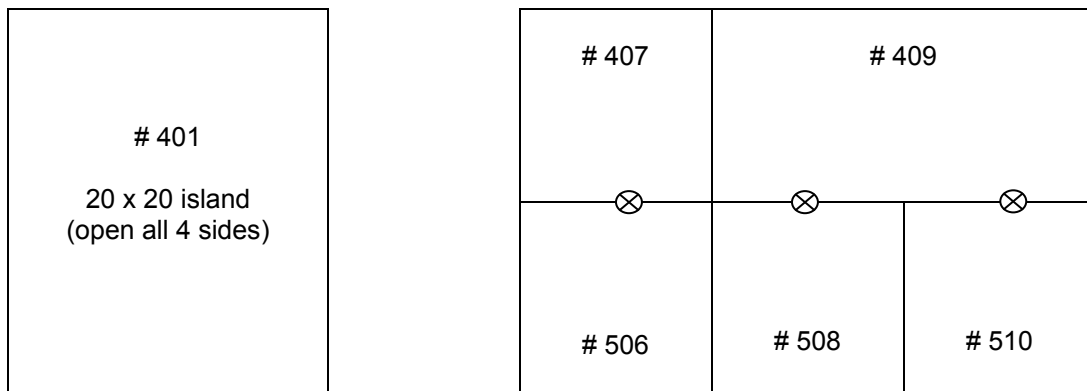
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

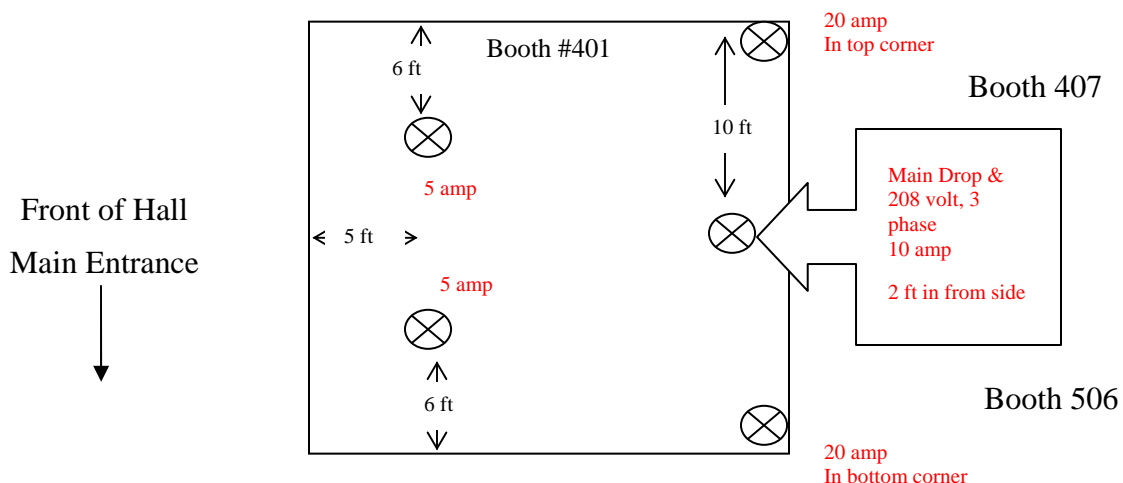
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



# F R E E M A N

## ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),  
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact our electrical specialists at [FreemanES@freemanco.com](mailto:FreemanES@freemanco.com) with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000



# F R E E M A N

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Sparks, NV 89431  
(775) 355-4600 • Fax: (469) 621-5617  
FreemanRenoES@freemanco.com



DISCOUNT PRICE  
DEADLINE DATE  
JANUARY 9, 2015

INCLUDE THE FREEMAN METHOD  
OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

### 110/120 VOLT

	Quantity (For Show Hours Only)	Quantity (For 24 hrs/day Double Price)	Discount	Standard	
	Show	24 Hr.	Price	Price	TOTAL
500 Watts (5 amps)	_____	_____	91.75	137.65	= \$ _____
1000 Watts (10 amps)	_____	_____	159.75	239.65	= \$ _____
2000 Watts (20 amps)	_____	_____	252.50	378.75	= \$ _____

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	397.50	596.25	= \$ _____
30 Amps	_____	_____	484.25	726.40	= \$ _____
60 Amps	_____	_____	635.75	953.65	= \$ _____
100 Amps	_____	_____	838.50	1,257.75	= \$ _____

### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	544.00	816.00	= \$ _____
30 Amps	_____	_____	651.00	976.50	= \$ _____
60 Amps	_____	_____	853.00	1,279.50	= \$ _____
100 Amps	_____	_____	1,125.00	1,687.50	= \$ _____
200 Amps	_____	_____	1,693.50	2,540.25	= \$ _____
400 Amps	_____	_____	3,095.25	4,642.90	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$4.50 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ 4.50 = \$ \_\_\_\_\_

### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	652.00	978.00	= \$ _____
30 Amps	_____	_____	780.75	1,171.15	= \$ _____
60 Amps	_____	_____	1,023.00	1,534.50	= \$ _____
100 Amps	_____	_____	1,349.50	2,024.25	= \$ _____
200 Amps	_____	_____	2,033.25	3,049.90	= \$ _____

### LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	106.25	159.40	= \$ _____
Double Light Stand (400w)	_____	162.75	244.15	= \$ _____
Overhead Quartz Light*	_____	288.25	432.40	= \$ _____

\*Overhead quartz lights include labor and equipment to install and first focus, and may not be available in all locations.

\*May require labor and/or lift at additional charge. Please contact  
FreemanRenoES@freemanco.com for estimated charges.

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

Extension cords and power strips are available for rental at the Freeman Service Desk.

324100

## ADDITIONAL INFORMATION

### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF:  
FRIDAY, JANUARY 9, 2015

### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.

Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

### CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact  
FreemanRenoES@freemanco.com.

## TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax	\$ _____ N/A
GRAND TOTAL	\$ _____

FREEMAN electrical

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

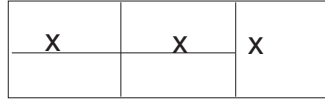
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

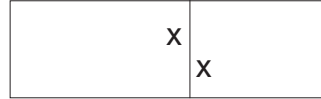
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

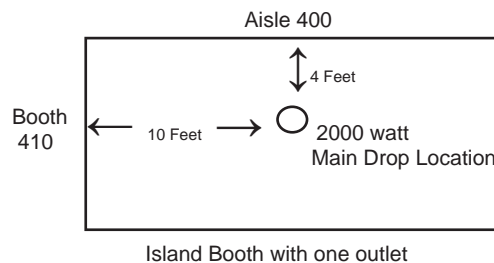


BACK TO BACK PENINSULA

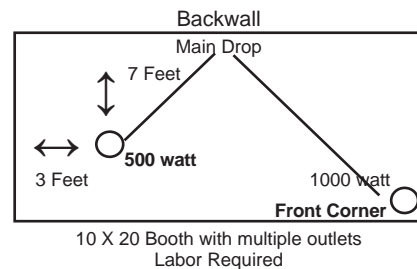
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [freemanco.com](http://freemanco.com) to print as a base layout.



Island Booth with one outlet



### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

# F R E E M A N

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FreemanRenoES@freemanco.com



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)  
Overtime - Monday - Friday, 5:00 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST .....	\$ 98.00	\$137.25
Electrician - OT .....	\$196.00	\$274.50
Scissor Lift w/crew - ST .....	\$278.25	\$389.75
Scissor Lift w/crew - OT .....	\$365.75	\$512.25
Condor w/crew - ST .....	\$407.00	\$570.00
Condor w/crew - OT .....	\$530.50	\$742.75
Forklift w/operator - ST .....	\$144.25	\$202.00
Forklift w/operator - OT .....	\$226.75	\$317.50

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date \_\_\_\_\_ Time \_\_\_\_\_ # of Electricians \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other \_\_\_\_\_

### Labor Request

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ # Electrician \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Est. # Hours \_\_\_\_\_ Lift Type \_\_\_\_\_

NAME OF ON-SITE CONTACT: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

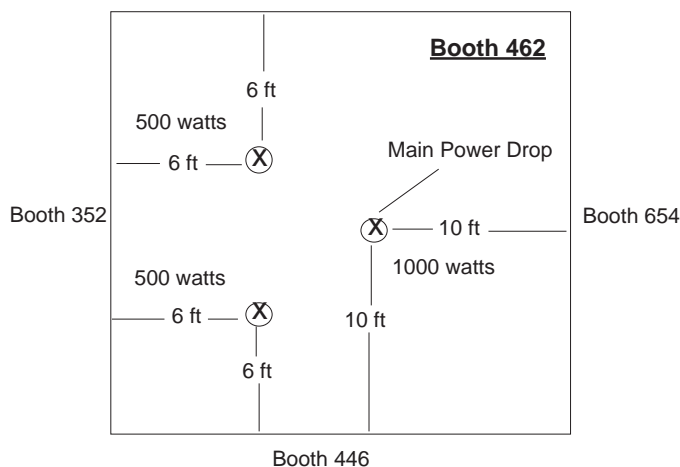
## CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



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DISCOUNT PRICE  
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E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

\*YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

**NOTE:** There is a minimum labor charge of 1 hour for both the installation and removal of all services listed below.

## COMPRESSED AIR: 90-100 lbs. PSI

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st air outlet (includes 1st 50 ft. of air line) .....	_____	453.25	679.90 = \$	_____
Each additional outlet within a booth .....	_____	237.00	355.50 = \$	_____
Additional Footage per foot (after 1st 50 ft.) .....	_____	10.30	15.45 = \$	_____
CFM Requirement .....	_____	12.50	18.75 = \$	_____

(Please note that any compressed air order must include a minimum of 5 cfm's per machine. If machinery requires more than 5 cfm's, please indicate the total requirement in quantity)

**Total** \_\_\_\_\_

**NOTE:** Plumbing contractor will not be responsible for moisture, oil or water in air lines or loss of flow or drop in pressure in line to equipment. Exhibitors should supply their own filters, driers or other equipment for moisture control. Exhibitors are not allowed to provide their own air compressors.

## WATER

Service Charge for first water outlet at rear of booth (includes 1st 50 ft.) _____	453.25	679.90 = \$	_____
Each additional water outlet within a booth .....	237.00	355.50 = \$	_____
Additional Footage per foot (after 1st 50 ft.) .....	10.30	15.45 = \$	_____

**NOTE:** Pressure may vary. Minimum or maximum pressures cannot be guaranteed. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed. Plumbing contractor not responsible for sediment, color or taste of water.

## DRAINS

Service Charge for first drain outlet at rear of booth (includes 1st 50 ft.) _____	453.25	679.90 = \$	_____
Each additional drain outlet within the same booth .....	237.00	355.50 = \$	_____
Additional Footage per foot (after 1st 50 ft.) .....	10.30	15.45 = \$	_____
		<b>Total</b>	_____

## FILL & DRAINS (Please order for each separate item/machine)

0 - 200 Gallons .....	309.00	463.50 = \$	_____
201 - 400 Gallons .....	566.50	849.75 = \$	_____
Each Additional 100 Gallons .....	123.75	185.65 = \$	_____
		<b>Total</b>	_____

**NOTE:** Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

## GASES & MISCELLANEOUS EQUIPMENT

Please call for an estimate and complete the following:

Gas Type \_\_\_\_\_ \$ \_\_\_\_\_  
Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

**LABOR** (1 hour minimum charge for all services for both installation and removal. Total 2 hours. Additional time charged in 1 hour increments.)

Straight Time - Monday - Friday, 8:00 a.m. - 5:00 p.m. (except holidays) ..... 98.00 = \$ \_\_\_\_\_  
Overtime - Before 8:00 a.m. and after 5:00 p.m. weekdays, All day Saturday, Sunday and Holidays. 196.00 = \$ \_\_\_\_\_

**In order to obtain the DISCOUNT price, your order and Method of Payment must be received by deadline date.**

## PLUMBING CONDITIONS AND REGULATIONS

- 1 To receive discount prices, order must be received by Freeman Electrical Services with full payment by Deadline Date.
  - 2 Credit will not be given for connections installed and not used.
  - 3 All material and equipment furnished by Freeman Electrical Services for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
  - 4 All equipment must comply with state and local safety codes.
  - 5 Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
  - 6 Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
  - 7 All equipment using water must have inlet and outlet properly tagged.
  - 8 Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
  - 9 Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
  - 10 Service outlet size will be determined by the volume required.
  - 11 All work performed within booth attaching lines to equipment will be charged on a time and material basis.
  - 12 All outlets will be installed on the floor at the backwall of booth.
  - 13 Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
  - 14 Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
  - 15 All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
  - 16 Exhibitors are not allowed to bring air compressors on the show floor.
  - 17 Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
  - 18 Please call 775-355-4600 for gas requirements or for an estimate regarding labor or additional footage.
- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
  - **All electrical requirements must be ordered on the Electrical Rental Order Form.**



# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International



**COMPLETE THIS FORM ONLY IF YOU ARE  
SHIPPING YOUR EXHIBIT MATERIALS BY  
FREEMAN EXHIBIT TRANSPORTATION**

FREEMAN exhibit transportation

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call applicable number listed above to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

**COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:**

### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**2015 Unified Wine & Grape Symposium**

C/O: FREEMAN / UPS FREIGHT

900 E STREET

WEST SACRAMENTO, CA 95605

MUST BE DELIVERED BY JANUARY 21, 2015

- ☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**

**2015 Unified Wine & Grape Symposium**

C/O: FREEMAN

SACRAMENTO CONVENTION CENTER

1401 K ST

SACRAMENTO, CA 95814

CANNOT BE DELIVERED BEFORE JANUARY 25, 2015

### TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM
- ☐ Second Day Air: Delivery second business day by 5:00 PM
- ☐ 3-5 Day Service: Delivery within 3 - 5 business days
- ☐ Declared Value \$ \_\_\_\_\_

**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Weight
_____ Crates (wooden)	_____
_____ Cartons (cardboard)	_____
_____ Cases/Trunks (fiber) (color _____)	_____
_____ Skids/Pallets	_____
_____ Carpet (color _____)	_____
_____ Other ( _____ )	_____
_____ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

**NOTE: Shipments will be weighed and measured prior to delivery.**

### OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Labels : \_\_\_\_\_

**FAX THIS COMPLETED FORM TO:**  
**(469) 621-5810**

**A TRANSPORTATION SPECIALIST  
WILL CALL YOU TO CONFIRM  
RECEIPT OF ORDER AND  
FINALIZE DETAILS.**

SHOW # (324100)

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;

(c) personal effects;

(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS.** In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

**(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

13. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

## How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

## How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

## Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

## Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

# F R E E M A N

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FreemanRenoES@freemanco.com



**INCLUDE THE FREEMAN METHOD  
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to [www.myfreemanonline.com](http://www.myfreemanonline.com), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

<b>CRATED:</b>	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
<b>SPECIAL HANDLING:</b> (See definitions on back)	Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. <b>Federal Express, Airborne Express, DHL and UPS</b> are included in this category due to their delivery procedures.
<b>UNCRATED:</b>	Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
<b>STRAIGHT TIME:</b>	8:00 A.M. to 5:00 P.M. Monday through Friday
<b>OVERTIME:</b>	5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
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### RATE CLASSIFICATIONS:

#### Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 62.00	124.00
Special Handling Shipment.....	\$ 80.75	161.50

#### Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$ 59.75	119.50
Special Handling Shipment.....	\$ 77.75	155.50
Uncrated or Pad Wrapped Shipment .....	\$ 89.75	179.50

#### Small Package - Maximum weight is 30 lbs per shipment\*

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after WEDNESDAY, JANUARY 21, 2015 .....	\$ 15.50	31.00
Show Site Shipment after Show Opening.....	\$ 15.00	30.00

#### Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 15.00	30.00
Special Handling Shipment.....	\$ 19.50	39.00
Uncrated or Pad Wrapped Shipment .....	\$ 22.50	45.00

#### Overtime Charge - Outbound (in addition to above rates)

Crated or skidded Shipment .....	\$ 15.00	30.00
Special Handling Shipment.....	\$ 19.50	39.00
Uncrated or Pad Wrapped Shipment .....	\$ 22.50	45.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
<b>Tips to Save on Material Handling</b>		<b>Tax</b>	<b>N/A</b>
		<b>Total</b>	

• Consolidate shipments - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 124.00

52 lbs. charged @ 200 lbs. \$ 124.00

65 lbs. charged @ 200 lbs. \$ 124.00 = \$372.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$124.00

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

### **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

### **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, Airborne Express, DHL and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

### **What about carpet only shipments?**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

### **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.



# Marshaling Yard and Convention Center Directions



# F R E E M A N

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Sparks, NV 89431  
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FreemanRenoES@freemanco.com



INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER # \_\_\_\_\_ OR ☐ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

E-MAIL: \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts

## PRIVATELY OWNED VEHICLE MATERIAL HANDLING (CURB SIDE)

### *Privately Owned Vehicle Material Handling (Curb Side)*

#### *Rates and Procedures*

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc. All exhibit material being moved in which cannot be hand-carried in one trip from the **designated hand-carry areas** will be unloaded at the designated POV areas, by Freeman personnel, at the following round-trip rates:

<b>Car:</b>	<b>\$ 95.00 per vehicle</b>
<b>Mini-Van:</b>	<b>\$150.00 per vehicle</b>
<b>Full Size Van or Large Pick-Up:</b>	<b>\$225.00 per vehicle</b>

Service to include:

Unloading and delivery of exhibit materials from the designated POV areas to booth.

Storage of empty containers during show hours and return of crates and containers at end of show.

Delivery of exhibit materials/containers from your booth to the designated POV areas and the loading of materials into vehicle.

Exhibitors will need to complete the Method of Payment.

Exhibitors who require this service must check in at the designated POV area.

#### EXHIBITOR MOVE-IN

Monday	January 26	3:00 p.m.	-	8:00 p.m.
Tuesday	January 27	8:00 a.m.	-	5:00 p.m.

#### PLEASE CHECK DESIRED SERVICE:

☐ **Inbound**

**Approximate number of pieces:** \_\_\_\_\_

**Move-In day you will require this service:** \_\_\_\_\_

☐ **Outbound**

**Approximate number of pieces:** \_\_\_\_\_

The above rates and procedures apply **ONLY** to passenger size vehicles. **NO** trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial carriers.

# Unified Wine & Grape 2015 Company Vehicle Regulations

We have outlined and provided a brief description of our operating procedures for self-unloading Privately Owned Vehicles (POVs) vs Company Vehicles (COVs). Freeman will manage and control access to the loading dock areas insuring a safe, orderly, and timely move-in. Freeman will handle unloading or loading of all contracted carriers.

## POV

A POV, or *Privately Owned Vehicle*, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc., anything larger is considered a **Company Vehicle** – which exhibitors are **NOT** allowed to unload themselves. Only POVs that fit this description will be eligible for the Cart Load Service. Below is an example of a *Privately Owned Vehicle*.



## Company Vehicles

A *Company Vehicle* is considered to be a vehicle designed to transport freight. Examples include vehicles (of any size) towing trailers, box trucks and semi trucks. A *Company Vehicle* can also be a U-Haul or similar truck, box van, or anything larger than a passenger van. These vehicles or similar vehicles will be unloaded by Freeman. There is a Material Handling charge for the unloading of these vehicles.

Below are pictures of *Company Vehicles*:



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COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 5:00 P.M. Monday through Friday

**Overtime -** 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Saturday, & Holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST .....	\$144.25	\$202.00
304051	Forklift w/operator - up to 5,000 lbs - OT .....	\$226.75	\$317.50
3040100	Forklift w/operator - up to 10,000 lbs - ST .....	\$154.50	\$216.50
3040101	Forklift w/operator - up to 10,000 lbs - OT .....	\$242.25	\$339.25
3040150	Forklift w/operator - up to 15,000 lbs - ST .....	\$175.25	\$245.50
3040151	Forklift w/operator - up to 15,000 lbs - OT .....	\$257.50	\$360.50
304040	Forklift w/operator - 4-Stage - ST .....	\$201.00	\$281.50
304041	Forklift w/operator - 4-Stage - OT .....	\$278.25	\$389.75
3090600	Man cage for Forklift .....	\$ 25.75	
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST .....	\$ 84.50	\$118.50
3020201	Rigger Foreman - OT .....	\$137.00	\$192.00
3020100	Rigger - ST .....	\$ 81.50	\$114.25
3020101	Rigger - OT .....	\$134.00	\$187.75

### VEHICLE SPOTTING

257024 Vehicle Spotting (Round Trip) .....\$ 175.25

### INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

### DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

FREEMAN forklift / rigging labor



**F R E E M A N**

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OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS

NAME OF SHOW: **2015 Unified Wine & Grape Symposium / January 27-29 - Exhibits: January 28 & 29**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

### SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER \_\_\_\_\_

☐ OTHER VAN LINE \_\_\_\_\_

☐ OTHER AIR FREIGHT \_\_\_\_\_

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: \_\_\_\_\_



**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY JANUARY 21, 2015***

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN / UPS FREIGHT**

**900 E STREET**

**WEST SACRAMENTO, CA 95605**

**WAREHOUSE**

EVENT: 2015 Unified Wine & Grape Symposium

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY JANUARY 21, 2015***

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN / UPS FREIGHT**

**900 E STREET**

**WEST SACRAMENTO, CA 95605**

**WAREHOUSE**

EVENT: 2015 Unified Wine & Grape Symposium

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JANUARY 25, 2015***

**TO:**

***EXHIBITOR NAME***

**C/O: FREEMAN**

**SACRAMENTO CONVENTION CENTER  
1401 K ST**

**SACRAMENTO, CA 95814**

**SHOW SITE**

**EVENT: 2015 Unified Wine & Grape Symposium**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JANUARY 25, 2015***

**TO:**

***EXHIBITOR NAME***

**C/O: FREEMAN**

**SACRAMENTO CONVENTION CENTER  
1401 K ST**

**SACRAMENTO, CA 95814**

**SHOW SITE**

**EVENT: 2015 Unified Wine & Grape Symposium**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE

JANUARY 21, 2015

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O FREEMAN / UPS FREIGHT  
900 E STREET  
WEST SACRAMENTO, CA 95605

HANGING SIGN

2015 UNIFIED WINE & GRAPE SYMPOSIUM

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE

JANUARY 21, 2015

TO: \_\_\_\_\_

EXHIBITOR NAME

C/O FREEMAN / UPS FREIGHT  
900 E STREET  
WEST SACRAMENTO, CA 95605

HANGING SIGN

2015 UNIFIED WINE & GRAPE SYMPOSIUM

BOOTH # \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

CARRIER \_\_\_\_\_

# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

**1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

**2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

**7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

**a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

**c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

**10. JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

**13. WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

**14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

REV 11/13

## Official Lead Retrieval Order Form of



### 2015 Unified Symposium

January 27-29 - Exhibits: January 28 & 29

Sacramento Convention Center

#### Smartphone on Demand



### Don't Have a Smartphone? - Try One of Ours!

- Mark your lead as hot, medium, or cold
- Enter a product of interest
- Make any general comments
- Upload your leads at any time to [hostmyleads.com](http://hostmyleads.com) for instant access to your leads

### on Demand App - Use Yours!

- Download our scanner app onto your own device and save!
- Includes all the features mentioned above
- Compatible with Apple or Android devices with a camera (phone, tablet, etc.)
- Requires iOS 6.0 or later, or Android 4.0 (Ice Cream Sandwich) or later

#### Portable



### MICROSCANNER - Scan & Go

- Mini portable scanner designed for speed, mobility, and ease of use
- Scanner captures the barcode in a simple point-and-shoot operation
- Does not include the ability to add notes on the fly



### Scan & Print

- Scan your leads directly to the provided laptop
- Print out a receipt for your records
- Make any general comments
- Return the unit and your leads will be updated to [hostmyleads.com](http://hostmyleads.com) for instant access

#### Free Lead Management Tool



### Host My Leads - Manage Your Leads!

- Free with your lead retrieval order (14 Day subscription after the event)
- View, edit, and download your leads in Excel format
- Easy pre-designed reports for tracking by day, hour, region, country, and more
- Set up and design email templates, campaigns, and distributions
- With a centralized repository, all your leads are in one place



#### Smartphone on Demand



##### Don't Have a Smartphone? - Try One of Ours!

- All leads are uploaded to your account we set up for you on [www.HostMyLeads.com](http://www.HostMyLeads.com)
- Mark your lead as hot/medium/cold, add a product of interest, and add comments
- Upload your leads at any time (internet connection is required)

##### on Demand App - Use Yours!

- Includes all the features mentioned above
- Compatible with Apple or Android devices with a camera (phone, tablet, etc.)
- Requires iOS 6.0 or later, or Android 4.0 (Ice Cream Sandwich) or later

#### Portable



##### MICROSCANNER - Scan & Go

- All leads are uploaded to your account we set up for you on [www.HostMyLeads.com](http://www.HostMyLeads.com)
- Mini portable scanner for speed and ease of use
- Scanner captures the barcode in a simple point-and-shoot one button operation
- This unit does not include the ability to add notes

#### Portable



##### Scan & Print

- Scan your leads directly to the provided laptop
- Print out a receipt for your records
- Make any general comments
- Return the unit and your leads will be updated to [hostmyleads.com](http://hostmyleads.com) for instant access

Early Bird Expires 11/28/14	Pre-Show Expires 12/29/14	Show	QTY	TOTAL
\$460	\$510	\$559	—	—
\$210	\$260	\$309	—	—
\$299	\$325	\$400	—	—
\$350	\$399	\$450	—	—

Before  
11/28/14

After  
12/29/14

Delivery Service (drop off directly at your booth) -	\$35.00	\$50.00
Post-Show Pick Up Service (at the end of the show) -	\$35.00	\$50.00
Self Pick Up and Drop Off (from our station on-site) -	\$0.00	\$0.00

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Booth # \_\_\_\_\_ Today's Date \_\_\_\_\_

#### Payment Information

Full payment is due with each order. Please make check payable to The Pulse Network.

☐ Check ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

CC#: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Sub Total	_____
Sales Tax 8.50%	_____
Grand TOTAL	_____

#### 3 Easy Ways to Order Today!



Fax to: 781-821-6720



Mail to: The Pulse Network, 10 Oceana Drive, Norwood, MA 02062



Order Online at: <http://www.thepulsenetwork.com/event-marketing/lead-retrieval/order-lead-retrieval/>

For questions, please contact customer service at 781-688-8034 or [customerservice@thepulsenetwork.com](mailto:customerservice@thepulsenetwork.com)

**Cancellation Policy:** In-House credit only for cancellations or changes to pre-show orders. No refunds or in-house credits will be issued on or after start date for cancellations, changed order, or unused equipment. The Pulse Network, Inc. disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other acts beyond the control of The Pulse Network, Inc. There will be a \$500.00 charge for any system not returned, returned damaged, or incomplete. The Pulse Network, Inc. is not responsible for loss of leads.

Show management reserves the right to change the registration system on-site and/or exclude bar codes on on-site badges, if deemed necessary to ensure crowd control and prompt admission into the exhibit areas






# AUDIO VISUAL AND COMPUTER ORDER FORM

## UNIFIED WINE & GRAPE SYMPOSIUM

**JANUARY 28 - 29, 2015**  
**SACRAMENTO CONVENTION CENTER**  
**SACRAMENTO, CALIFORNIA**

AUDIO VISUAL AND COMPUTER EQUIPMENT	QTY	PREORDER RATE*	STANDARD RATE	TOTAL
20" XGA Computer Monitor		\$150.00	\$175.00	
26" XGA HD Flat Panel Computer/Video Display Monitor		\$175.00	\$225.00	
32" XGA HD Flat Panel Computer/Video Display Monitor		\$350.00	\$460.00	
42" XGA HD Flat Panel Computer/Video Display Monitor		\$450.00	\$600.00	
50" XGA HD Flat Panel Computer/Video Display Monitor		\$650.00	\$850.00	
60" XGA HD Flat Panel Computer/Video Display Monitor		\$1,100.00	\$1,500.00	
6' Dual Pole Stand for Display Monitor		\$150.00	\$225.00	
Shelf for Dual Pole Stand		\$35.00	\$60.00	
Mounting Bracket for Monitor (up to 50" Monitor)**		\$125.00	\$175.00	
** for exhibitor owned monitors				
Computers, laptops, printers, and peripherals can be customized for your order. Please call with your requirements.				
Windows 7/8 Laptop Computer Dual Core 4GB RAM		\$300.00	\$400.00	
Blu-Ray Player		\$100.00	\$150.00	
DVD Player with Auto Repeat		\$75.00	\$125.00	
Stereo Speakers for Computer/Video Audio		\$40.00	\$75.00	
34" Video Cart w/ Drape		\$40.00	\$60.00	
54" Video Cart w/ Drape		\$50.00	\$75.00	

For equipment not listed, please call  
**All rates are run of show and include 8.5% sales tax.**

<b>Exhibitor Information</b> Firm Name _____ Contact Name _____ Address _____ _____ Email _____ Phone Number _____ Fax Number _____	<b>Equipment Total</b> Delivery (setup and teardown) 20% of equipment total - \$100.00 minimum _____ <b>Total Amount Due</b> _____
<b>Delivery Information</b> Onsite Contact _____ Onsite Phone _____ Booth#/Hall/Room _____ Installation Time _____ Removal Time _____ <p style="text-align: center;"><b>Your representative must be present to accept delivery of equipment.</b></p>	<div style="text-align: center;">   <b>TECHPRO</b>  <small>TECHNICAL SERVICES &amp; PRODUCTION</small> </div> <p style="text-align: center;">Phone: 916)771-7553          Fax: 916)771-7567</p> <b>Payment Information:</b> Check, money order or P.O. number: _____ TO: TechPro 1584 Steinbeck Drive Roseville, CA 95747 <a href="mailto:techproav-uwgs@yahoo.com">techproav-uwgs@yahoo.com</a>

**72 Hour notice required for all cancellations or a prorated charge will apply.**

**Payment in U.S. funds is due prior to installation. If cancelled after installation, full show rate will apply.**

Customers are responsible for any bank processing fees.

Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%.

Submission of this form to TechPro indicates your acceptance of the stated terms.

**\*All orders received after January 9, 2015 will be charged at the "Standard Rate"**



# Telecommunications, Internet & Equipment Rental Order Form

~ Unified Wine & Grape Symposium 2015 ~



Please complete this Order Form and fax back to: 1.877.996.6846

Questions? Please contact our office at: 1.877.722.4108

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_ Booth/ Rm #(s): \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

City/ State/ Country, Zip: \_\_\_\_\_

(On Site) Contact: \_\_\_\_\_ Phone : \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax : \_\_\_\_\_

COMMUNICATIONS SERVICES	QTY	*ADVANCED (14 days)	STANDARD	TOTAL
<b>Standard Phone Line</b> - Includes a non-refundable \$25 Toll/ Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate use: <input type="checkbox"/> Calls <input type="checkbox"/> Credit Card Machine <input type="checkbox"/> Both		\$200	\$250	
<b>Phone Instruments &amp; System Features:</b> <ul style="list-style-type: none"> <li>• Single Line Phone Handset</li> <li>• Polycom Full Duplex Conference Phone</li> </ul>		_____	\$25 \$125	
<b>2-Way Radio</b> (Multi-Channel Private Party Radio, Includes 1 Radio and Charging Accessory)		_____	\$45	
HIGH-SPEED INTERNET SERVICES	QTY	*ADVANCED (14 days)	STANDARD	TOTAL
<b>Wired Shared High-Speed Internet Connection (Hard Line)</b> (1) Wired 1.54Mbps burstable , 10Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS		\$656	\$820	
<b>Additional Wired Shared High-Speed Internet Connection</b> Existing Shared Internet Connection orders only! (1) Internet Connection (10) Additional connections <u>MAX</u> may be added, switch & cable package required		_____	\$150	
<b>1MB Webcasting Dedicated High-Speed Internet Connection</b> (1) Private Wired 1.0Mbps upload/ 512Kbps download Internet drop, (3) devices max, switch & cable package required		\$2,280	\$2,850	
<b>1.5MB Dedicated High-Speed Internet Connection</b> (1) Private Wired 1.5Mbps Synchronous Internet Drop, (29) devices max, switch & cable package required		\$3,080	\$3,850	
<b>3MB Dedicated High-Speed Internet Connection</b> (1) Private Wired 3.0Mbps Synchronous Internet Drop, (29) devices max, switch and cable package required		\$4,400	\$5,500	
<b>6MB Dedicated High-Speed Internet Connection</b> (1) Private Wired 6.0Mbps Synchronous Internet Drop, (29) devices max, switch and cable package required		\$7,880	\$9,850	
<b>90MB Dedicated High-Speed Internet Connection</b> (1) Private Wired 90Mbps Synchronous Internet Drop, (29) devices max, switch and cable package required		\$60,400	\$75,500	
<b>Additional (29) Devices</b> (Dedicated high-speed Internet connection required)		_____	\$850	
<b>VLAN Connection</b> (Additional locations/drops for dedicated lines require a VLAN)		_____	\$1,500	
<b>8 Port Switch and Cable Package</b>		_____	\$125	
<b>24 Port Switch and Cable Package</b>		_____	\$175	
<b>50' of Cat5 Ethernet Cable</b>		_____	\$50	

SPECIAL SERVICES	QTY	*ADVANCED (14 days)	STANDARD	TOTAL
<b>Dry Pair Order &amp; Extension of 3rd Party Circuit:</b> <ul style="list-style-type: none"> <li>Extension of 3rd Party Lines from Demarc</li> <li>Fiber Runs &amp; Cross Connects</li> </ul>		<div></div> <div></div>	Call for Pricing Call for Pricing	
<b>Labor Rate</b> <i>Wired/Wireless Shared High-Speed Internet, Dedicated High-Speed Internet Connection orders and Event/ Show orders are all minimum 1hr labor.</i>			\$125/hr <i>(1 hr Minimum)</i>	
<b>Expedite Fee</b> <i>All orders placed less than 3 business days prior to show move-in date</i>			\$100	
<b>* ADVANCED RATE:</b> ALL ORDERS PLACED 21 DAYS PRIOR TO EVENT MOVE-IN DATE.  <b>** RENTAL SERVICES:</b> PRICING IS A PER DAY CHARGE FOR ALL RENTAL EQUIPMENT. DISCOUNTS BASED ON QUANTITY & DAYS. CALL TODAY FOR A QUOTE!			<b>8.5% Sales Tax (Equipment Only)</b>	
			<b>Add \$85 Delivery (Equipment Only)</b>	
			<b>GRAND TOTAL</b>	

**CALL TODAY FOR GROUP RATE DISCOUNTING!!!**

## **TERMS AND CONDITIONS**

### **WIRELESS DECLARATION**

- 1. UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.** If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast will need to be turned off and pass protection via WEP/WPA encryption enabled.
- Channel 11 is designated for all outside Internet devices such as Mi-Fi devices and wireless routers. Any device not on channel 11 may experience interference and will not operate properly as a result. To reduce interference from wireless signals, a lower power output of 40 mW (16dBm) is requested.
- Each device accessing the Mi-Fi or wireless router is required to purchase a network pass.

### **TELECOMMUNICATIONS AND INTERNET SERVICES:**

- Wombo Inc. is the exclusive provider and installer of all Telecommunications, High-Speed Internet Access and Networks with in the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show**.
- Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier), Long Distance Carriers or ISP (Internet Service Providers).
- All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
- Only Wombo personnel are authorized to modify system wiring or cabling.
- All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges maybe incurred for misuse or loss of equipment.
- All equipment rented from Wombo, Inc. must be returned at the end of the event to Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

### **EQUIPMENT RENTALS:**

- All Rental Orders are based on availability at time of order.
- Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
- Only Wombo personnel are authorized to modify equipment.
- Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
- Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
- All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
- All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

### **ORDERING INFORMATION:**

- Please provide all information requested on the form for speedy processing of your order.
- An Onsite contact MUST be given to receive your items on show site.

- For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
- Facility cannot be held liable for services provided by Wombo, Inc.
- Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
- Any long distance charges for phone or ISDN services will be billed separately.
- All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.

### **PAYMENT TERMS:**

- Full payment is DUE upon receipt of invoice unless otherwise stated. All past due invoices will be subject to a **1.5% monthly penalty fee** until paid in full.
- Credit will not be given for service installed and not used.
- Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
- There will be a \$30.00 service charge for returned checks.
- There is a expedite fee of \$100 if services are ordered within **3 business days** for event start date.
- All Wire Transfers must include Bank Transfer Fee of \$45.00
- When paying by check, credit card information must be provided for incidentals.

### **CANCELLATION & REFUNDS:**

- Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
- A \$150 cancellation fee applies to all processed orders under \$1,500. All processed orders exceeding \$1,500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
- Refunds will be processed within **30 days** of show closing.
- No credits will be issued after delivery or attempted delivery of rented equipment.

**PAYMENT INFORMATION:**

\*Please mark your method of payment: ☐ Company Check ☐ Purchase Order ☐ Credit Card

Accounts Receivable Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Contact: \_\_\_\_\_ Fax : \_\_\_\_\_

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- Please fax your completed contract to: 1.877.996.6846 - (or) - Scan and Email to: support@wombo.com
- Mailing Check Payment : 8733 Magnolia Ave., Suite100, Santee CA 92071

*By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed direct.  
(Federal Tax ID # 77-0485659)*

**Credit Card Information**

Credit Card Type: ☐ VISA ☐ MASTER CARD ☐ AMEX ☐ DISCOVER

Card Number:  FIRST DIGIT  LAST FOUR DIGIT

Expiration Date:

Name on Card:

Credit Card Billing Address (where you receive your credit card statements):

Street:

City, State, Zip Code:

I hereby authorize WOMBO INC. to charge the credit card identified above for invoice

**AUTHORIZATION:**

I also understand that if there is **ANY** dispute or dissatisfaction regarding the services & rentals, including fees paid by **Wombo Inc.** to others, that said dispute shall be taken up **DIRECTLY** with **Wombo Inc.** I agree that I will NOT request a charge back or credit to my credit card in connection with any charge made pursuant to this agreement. I hereby expressly waive my rights to request any charge back against **Wombo Inc.** now, and in the future. In the event I do attempt a charge back to my credit card, then in the event of a lawsuit being filed by **Wombo Inc.** relation there to, the prevailing party shall be entitled to recover all related attorneys' fees and cost

\_\_\_\_\_  
Cardholder Name, Address, and Phone Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized

# PLANTS

## *by Muranaka*

P.O. BOX 277847  
 Sacramento, CA 95827  
 916-429-8900  
 FAX 916-648-9936  
 CELLULAR 916-201-6499  
 EMAIL marshamel@sbcglobal.net

### SHORT TERM RENTAL FORM

EXHIBITOR NAME: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Name of Show: \_\_\_\_\_ Show Date: \_\_\_\_\_  
 Location of Show: \_\_\_\_\_

SIZE/HGT.	VARIETIES OF PLANTS/QUANTITY OF EACH	COST	TOTAL
6 inch pot	BOSTON FERNS ____ IVY ____ PHOTHOS ____ ASSORTED ____	\$10.00 EA	
8 inch pot	BOSTON FERNS ____ IVY ____ PHOTHOS ____ ASSORTED ____	\$20.00 EA	
6 inch pot	FLORIST MUMS – LAVENDER ____ WHITE ____ YELLOW ____	\$15.00 EA	
6 inch pot	FLORIST AZALEAS – PINK ____ RED ____ WHITE ____	\$25.00 EA	
2 foot tall	SPATHIPHYLLUM (PEACE LILY)	\$30.00 EA	
2-3 foot tall	FICUS ____ PALMS ____ ASSORTED GREEN PLANTS ____	\$35.00 EA	
3-4 foot tall	FICUS ____ PALMS ____ ASSORTED GREEN PLANTS ____	\$45.00 EA	
4-5 foot tall	FICUS ____ PALMS ____ ASSORTED GREEN PLANTS ____	\$55.00 EA	
5-6 foot tall	FICUS ____ PALMS ____ ASSORTED GREEN PLANTS ____	\$65.00 EA	
7-8 foot tall	FICUS ____	\$95.00 EA	
	FRESH FLORAL ARRANGEMENTS: \$45.00 <input type="checkbox"/> \$60.00 <input type="checkbox"/> \$75.00 <input type="checkbox"/>	\$	
	COLORS DESIRED: _____		
	LISTED PRICES INCLUDE, BLACK CONTAINERS, DELIVERY, SET-UP, MAINTENANCE, AND REMOVAL OF PLANTS.		
		SUB-TOTAL	\$
	ORDERS RECEIVED, WITH PAYMENT (CHECKS ONLY), 10 DAYS PRIOR TO THE FIRST SHOW DAY ARE ELIGIBLE FOR A 10%	- DISCOUNT	
		8.5% TAX	
	DISCOUNT FROM LIST PRICES.	GRAND TOTAL	\$

Company Contact: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Area Code/Phone: \_\_\_\_\_  
 Area Code/Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_



## CLASSIQUE CATERING

916.446.1215 / Fax 916.446.1302 [dsirianni@cityofsacramento.org](mailto:dsirianni@cityofsacramento.org)

### UNIFIED WINE & GRAPE SYMPOSIUM (UW&GS) 2015 BOOTH CATERING

#### CLASSIQUE CATERING

We are the exclusive food and beverage provider for the Sacramento Convention Center. Though no food, beverage or alcohol may be brought in from the outside, we can provide many options to service both your booth attendants and attendees. If these suggestions are not what you are looking for, please give us a call and let us design something special for you.

#### Designed Specifically for UW&GS

##### International Cheese Display

Serves 50.....\$350.00  
a selection of the finest imported and  
domestic cheeses served with assorted  
gourmet crackers

##### Fudge Brownies

1 dozen.....\$35.00

##### Freshly Baked Cookies

1 dozen.....\$35.00

##### Hard Candies or M&Ms

per pound.....\$25.00

##### Potato Chips & Dip

by the pound.....\$25.00

##### Pretzels

by the pound.....\$20.00

##### Peanuts

by the pound.....\$25.00

##### Tortilla Chips with Salsa

by the pound.....\$55.00

##### Hot & Spicy Confetti Party Mix

by the pound.....\$23.00

##### Popcorn Machine

Machine Rental.....\$275.00

Popcorn Supplies (per bag).....\$20.00

Attendant, if required, .....\$100.00  
Per 3 hours

##### Beverages

Assorted Sodas, Spring Water, Sparkling  
Water

(Pepsi, Diet Pepsi Sierra Mist)  
.....\$3.75

Assorted Individual Juices

Apple, Cranberry, Orange .....\$4.00

##### WineTasting Bar (per glass)

Wine	Call	Premium
1 oz	1.75	2.25
2 oz	3.25	4.25
4 oz	5.25	6.25

Call: Canyon Road Chardonnay &  
Cabernet Sauvignon

Premium: Sterling Vintner's Chardonnay &  
Chalone Cabernet Sauvignon

**Additional Charge for Bartender at  
\$150.00 Per Bar per (3) Hour Period  
with minimum \$350.00 Sales**

**The following wines are also available  
to increase your tasting choices at your  
Wine Tasting Bar.**

**Please inquire with your**

**Catering Sales Manager for pricing.**

A by Acacia ~ Chardonnay  
Bogle Vineyards ~ Chardonnay  
Chalone Vineyards ~ Chardonnay  
Revolution Wines ~ Sauvignon Blanc  
Sterling Vintner's ~ Sauvignon Blanc  
Michael David '7 Deadly Zins' ~ Zinfandel  
Jekel Vineyards ~ Pinot Noir  
Sterling Vintner's ~ Merlot  
Revolution Wines ~ Cabernet Sauvignon  
Sterling Vintner's ~ Cabernet Sauvignon  
William Hill Winery ~ Cabernet Sauvignon

**We will work to  
accommodate requests for  
Wine not on our list,  
provided all arrangements and  
contracts are finalized (2)  
weeks prior to the event date.**

**ADVANCE ORDERS:** All advance food and  
beverage orders must be accompanied by  
full payment either by credit card or  
company check.

**GUARANTEE:** A guaranteed commitment  
for services is required five (5) working  
days (M-F) prior to the date and time of  
service. If no alterations are made before  
this time, services will be conducted as per  
the last stated agreements.

**LABOR CHARGES:** Attendants staff  
members can be provided at the rate of  
\$100.00 per shift. Shifts are a minimum of  
three (3) hours. Additional hours are  
available at the rate of \$34.00 per hour.  
After eight (8) hours there is a \$51.00 per  
hour rate.

**BEVERAGE SERVICES:** Alcoholic  
beverages and their service are  
exclusive to Classique Catering and  
regulated by the State of California.

**REMOVAL OF SERVICE:** All booth service  
orders will be removed, by waitstaff,  
beginning one hour prior to the close of the  
show. If services are needed for any  
additional time, arrangements can be  
made in advance when placing the order.

*ALL prices are exclusive of 22% service  
charge and 8.5% sales tax.*

*A \$25.00 delivery charge will be added to  
all order.*

*Rates are subject to change.*



*Classique Catering / Centerplate retains the exclusive right and is legally obligated to provide, control and maintain all food and beverage services throughout the facility for the events. Concessions, the sale of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under this provision.*

### ***Traffic Promoters***

- Booth “traffic promoters” (i.e. coffee, bottled water, fruit, cheese, candy, popcorn, etc.) are a great way to draw additional attention to your booth. Any such promoters involving food or beverage must be purchased from Classique Catering/ Centerplate. A company/organization may contact Classique Catering / Centerplate to arrange to purchase such items from Classique Catering/Centerplate but may not bring in its own. Instead, selections may come from this menu or Classique Catering/ Centerplate will be happy to work with you to provide other custom “traffic promotion” ideas as well. Please contact your Catering Sales Representative for more information.

Any request to distribute, labeled, commercially produced bottled water must be directed to Classique Catering in writing and no later than January 15, 2015. **Such a request may be granted for a fee.**

### ***Alcoholic Beverages and Legal Compliance***

- In order to comply with the regulations of the Alcoholic Beverage Control Board of California, **NO alcoholic product other than that purchased and owned by Classique Catering / Centerplate will be allowed at the Sacramento Convention Center.** THIS INCLUDES NON-COMMERCIAL WINE SAMPLES. Any alcoholic beverage product brought into these licensed premises will be confiscated. This is necessary in order to adhere to liquor license regulations. You may contact Classique Catering / Centerplate to arrange for legally hosted alcoholic beverage service.

***All Of The Aforementioned Policies Will Be Strictly Administered.***

***Any Violation Of These Will Result In The Removal Of Product From The Show Floor***

## Official Exhibit Photographer for EXHIBITOR SHOW

### ARCHITECTURAL & HYBRID EXHIBIT VIEWS

Are you tired of the same old boring tradeshow booth images? If so, we have a solution to your problem. With our many years of experience in the trade show environment, we provide our clients with a seamless & affordable way to showcase each and every booth space to its maximum potential. By incorporating state of the art lighting and color correction techniques, your space will be transformed into a one-of-a-kind image. Architectural views are photographed after hours using professional lighting, rigging, and HDR technology. Please call to discuss your needs. Hybrid views are created either immediately before or after show hours.

	Rate	Quantity	Total
<b>4 or 8 Architectural Views: (must be ordered in advance. Please call for schedule.)</b>	1995.00/2995.00		
<b>Hybrid Exhibit Views - Great for Exhibit Designers/Builders</b> <small>Similar to Architectural Views, but we use advanced digital production techniques to emphasize design &amp; details. Can be ordered onsite.</small>	325.00		

**Greenscreen Photos with Social Media Activation:**  
Call for more details.

**Drive Traffic to Your Social Media Website**



**Package Specials From \$995**  
Call for Pricing

### DIGITAL EXHIBIT PHOTOGRAPHS

(All images delivered electronically. Includes rights to use images.)

Our basic exhibit photo service. All images are corrected for color and exposure-balanced so you won't see over-exposed areas in our delivered images. All images are composed to best show the exhibit design and keep the branding in clear view.

<b>Saver Pack A: 2 Empty Exhibit Views</b> <small>(2 Premier Exhibit Views - a Savings of \$55.00!)</small>	325.00		
<b>Saver Pack B: 8 Empty Exhibit Views</b> <small>(8 Premier Exhibit Views - a Savings of \$345.00!)</small>	1250.00		
<b>Premier Exhibit View - Empty Booth Photo</b> <small>(High-Resolution image delivered electronically - a Savings of \$405.00)</small>	995.00		
<b>Premier Exhibit View - Crowded Booth or Team Photo</b> <small>(Please schedule prior to show dates.)</small>	225.00		
<b>Image CD or 8 x 10 Prints - Please circle which you want.</b> <small>(You must order a photography service first.)</small>	25.00 ea.		

### EVENT & Editorial Photography

(All images delivered electronically. Includes rights to use images.)

Use our Editorial Photography to document your press conference, award presentations, training sessions, special events and in-booth promotions. Editorial Photography is hand-held, flash-on-camera used for capturing events. Please order Exhibit Views for photos of exhibits. Photography time includes all images delivered electronically or, if you prefer, on a USB key-drive for an additional \$25.

<b>Each Hour of Photographer's Time</b> <small>(Minimum billing of one hour. Two hour minimum for pre/post-show and off-site events.)</small>	375.00	hours	
<b>Images delivered on USB key</b> <small>(All original images delivered on a 4gb USB key at the event. \$25 per USB key.)</small>	25.00		

#### TERMS & CONDITIONS:

All orders must be prepaid in U.S. Funds. (MC, VISA or Amex, Check, Bank Transfer)

All claims must be made in writing within 7 days of receipt of materials.

Cancellations rec'd less than 10 days prior to first day of exhibitor move-in billed at 50% plus costs.

Orders will be uploaded within 2 weeks after end of show. Rush service available, please inquire.

Please contact us for specific scheduling needs. **All usage must include the adjacent credit line.**

<b>Sub Total</b>	
<b>Sales Tax CA</b> <small>(8.50% if shipping to CA)</small>	
<b>Ship/Handling Upload</b>	\$20.00
<b>Total</b>	

**Event / Show Name:** \_\_\_\_\_

**Event Location & Dates:** \_\_\_\_\_

#### PAYMENT INFORMATION

☐ Credit Card ☐ Check - Check Number and Date: \_\_\_\_\_  
(VISA, MasterCard, or American Express)

Card Number \_\_\_\_\_

Name on Card: \_\_\_\_\_, Exp: \_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_ CVC Code: \_\_\_\_\_  
(3 or 4 digit code)

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

#### SHIPPING INFORMATION

Company: \_\_\_\_\_

Shipping Address: \_\_\_\_\_  
(Physical Address Only - We do not ship to PO Boxes)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordered By / Attention: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Please EMAIL completed forms to: **info@expresseventimaging.com**

**916-813-5559**

**www.expresseventimaging.com**

**www.expresseventimages.com**